# PROGRAM INFORMATION

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# CERTIFICATION, ACCREDITATION, AND PROFESSIONAL ORGANIZATIONS

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Accreditation

The program offered by the University of Arkansas for Medical Sciences, College of Health Professions, Division of Nuclear Medicine Imaging Sciences is accredited by the Joint Review Committee of Educational Programs in Nuclear Medicine Technology (JRCNMT). Essentials and guidelines for Nuclear Medicine Technology programs may be found on their website at www.jrcnmt.org.

The Profession

Nuclear medicine technology is the medical specialty that utilizes sealed and unsealed radioactive materials in the diagnosis and treatment of disease. This practice also includes the utilization of pharmaceuticals and other imaging modalities to enhance the evaluation of organ and molecular function. In addition, it includes the delivery of therapeutic radiopharmaceuticals to treat a number of pathologies.

The practice of nuclear medicine technology encompasses multidisciplinary skills, which use rapidly evolving instrumentation, radiopharmaceuticals and techniques. The responsibilities of the nuclear medicine technologist include, but are not limited to, an empathetic and instructional approach to patient contact, care, and monitoring; the procurement, preparation, quality control, dispensing, dose calibration, administration, and disposal of radiopharmaceuticals; the administration of pharmaceuticals including adjunct oral and IV contrast (under the direction of an authorized user); the performance of quality control procedures; and the operation of imaging, laboratory, and computer instrumentation.

In order to perform these tasks the nuclear medicine technologist must successfully complete didactic and clinical education. Education includes, but is not limited to, anatomy, physiology, pathophysiology, pharmacology, chemistry, physics, mathematics, computer applications, biomedical sciences, ethics, and radiation health and safety. Direct patient contact hours are obtained by training in a clinical education setting.¹

Graduates of accredited programs are eligible to sit for certification examinations offered by the Nuclear Medicine Technology Certification Board (NMTCB). With additional clinical competencies, graduates are eligible to sit for the American Registry of Radiologic Technologists (ARRT).

The spectrum of nuclear medicine technology skills and responsibilities varies widely across the country and often goes beyond the basic skills outlined in the technologist’s initial education and certification. Practice components presented in this document provide a basis for establishing the areas of knowledge and performance for the nuclear medicine technologist. It is assumed that for all activities included in this scope of practice, the nuclear medicine technologist has received the proper education (in compliance with federal, state, and institutional requirements) supported with the proper documentation of initial and continued competency in those practices and activities. Continuing education is a necessary component in maintaining the skills required to perform all duties and tasks of the nuclear medicine technologist in this ever-evolving field of new equipment, radiopharmaceuticals, and applications.

¹ “NMT Scope of Practice and Performance Standards” 2017
Career Outlook

The field of nuclear medicine technology has grown rapidly and has become an accepted and necessary part of clinical patient management. A hospital must provide the basic diagnostic and therapeutic procedures of this specialty in order to become or remain accredited.

Nuclear medicine technologists generally work in a hospital setting under the supervision of a nuclear medicine physician. However, the trend for diagnosing and treating patients in outpatient facilities has increased for all diagnostic modalities, including nuclear medicine, PET and radiography, and many new opportunities are expected to develop as managed care becomes more widely available.

Current interest in the multi-skilled technologist is strong, and many job opportunities specify multiple credentials. Technologists who are cross-trained in other imaging modalities such as radiography, sonography, computed tomography (CT) or magnetic resonance imaging (MRI) are highly employable. Other useful skills outside the field of imaging include basic nursing care, laboratory techniques, and cardiac procedures, such as echocardiography, treadmill exercising, and advanced life support.

Most technologists will work in the field of nuclear medicine a few years, gaining experience and expertise, before making a career move. Some technologists may become interested in administrative or management opportunities and may consider such jobs as a chief technologist, a technical director, or even an administrative director. Other technologists become interested in the technical aspects of nuclear medicine and choose to specialize in computer applications, radiopharmaceutical preparation, quality assurance, or in sales or applications specialist for industry. Additional career choices require post-graduate education, and include opportunities as health physicists or radiation safety officers, educators, and many administrative positions.

At the present time, the job market for new graduates is competitive throughout the United States.
Pre-professional Requirements

The Bachelor of Science in Nuclear Medicine Imaging Sciences is designed to prepare students for entry level positions in nuclear medicine departments within a hospital or in an outpatient setting. The program consists of twelve months of professional coursework in nuclear medicine imaging science totaling 40 semester credits hours.

As a candidate for the Bachelor of Science in Nuclear Medicine Imaging Sciences, a student must complete 120 semester credits hours.

The pre-professional required coursework is outlined on the next page and includes completion of the following:

(1) A minimum of 80 semester credits or hours at an accredited college or university.
(2) There are 47 core credit hours and the remaining 33 required semester credit hours are composed of elective courses and are of the student’s choice. Recommended elective coursework: courses in the sciences to include advanced anatomy, physiology, chemistry, physics, mathematics, medical terminology and biology; coursework in psychology, sociology and the social sciences particularly as applies to health care and health care delivery; and technical writing courses.

These credits may be completed at an accredited college or university, but must fulfill all College of Health Professions requirements regarding acceptance of transfer credit.
## Pre-professional Required Coursework

<table>
<thead>
<tr>
<th>Area/Typical Course Title</th>
<th>Minimum SC hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Math &amp; Science</strong></td>
<td></td>
</tr>
<tr>
<td>*Human Anatomy &amp; Physiology (with lab)</td>
<td>8</td>
</tr>
<tr>
<td>General Physics (with lab) or CHP 2402</td>
<td>4</td>
</tr>
<tr>
<td>Physics for Health Professions</td>
<td></td>
</tr>
<tr>
<td>Chemistry I (with lab) or CHP 2401</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry for Health Professions</td>
<td></td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Biological Sciences/Microbiology (with lab) or CHP 2403 Biological Sciences for Health Professions</td>
<td>4</td>
</tr>
<tr>
<td><strong>Communications Speech</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>English</strong></td>
<td></td>
</tr>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td><strong>History</strong></td>
<td></td>
</tr>
<tr>
<td>American History or Government</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fine Arts</strong></td>
<td>3</td>
</tr>
<tr>
<td>Art/Music/Theatre</td>
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<tr>
<td><strong>Social Sciences</strong></td>
<td>6</td>
</tr>
<tr>
<td>Psychology, Sociology, Anthropology, Geography, or Economics</td>
<td></td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td>3</td>
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<tr>
<td>Philosophy, Political Science, Literature, or Humanities</td>
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</tr>
<tr>
<td><strong>Total Core Hours</strong></td>
<td>47</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>33</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td>80</td>
</tr>
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</table>

*Note:*
*Human anatomy/physiology must include the entire body system.*
### Professional Curriculum

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>SC</th>
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<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NMIS 4116</td>
<td>Journal Review/Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>NMIS 4211</td>
<td>Introduction to Nuclear Medicine</td>
<td>2</td>
</tr>
<tr>
<td>NMIS 4312</td>
<td>Clinical Procedures &amp; Diagnosis I</td>
<td>3</td>
</tr>
<tr>
<td>NMIS 4213</td>
<td>Nuclear Physics</td>
<td>2</td>
</tr>
<tr>
<td>NMIS 4214</td>
<td>Instrumentation I</td>
<td>2</td>
</tr>
<tr>
<td>NMIS 4115</td>
<td>Radiopharmacy I</td>
<td>1</td>
</tr>
<tr>
<td>NMIS 4517</td>
<td>Clinical Internship I</td>
<td>5</td>
</tr>
<tr>
<td>CHP 3101</td>
<td>Legal and Ethical Issues</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
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<tr>
<td>NMIS 4224</td>
<td>Radiation Biology</td>
<td>2</td>
</tr>
<tr>
<td>NMIS 4221</td>
<td>Health Physics</td>
<td>2</td>
</tr>
<tr>
<td>NMIS 4322</td>
<td>Clinical Procedures &amp; Diagnosis II</td>
<td>3</td>
</tr>
<tr>
<td>NMIS 4223</td>
<td>Instrumentation II</td>
<td>2</td>
</tr>
<tr>
<td>NMIS 4225</td>
<td>Radiopharmacy II</td>
<td>2</td>
</tr>
<tr>
<td>NMIS 4524</td>
<td>Clinical Internship II</td>
<td>5</td>
</tr>
<tr>
<td>CHP 3102</td>
<td>Health Care Management Issues</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td><strong>Summer Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NMIS 4431</td>
<td>Clinical Internship III</td>
<td>4</td>
</tr>
<tr>
<td>NMIS 4242</td>
<td>CT Physics and Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
</tr>
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</table>
Nuclear Medicine Imaging Sciences Required Coursework

NMIS 4211  INTRODUCTION TO NUCLEAR MEDICINE
Survey course for all phases of nuclear medicine technology.

NMIS 4312  CLINICAL PROCEDURES & DIAGNOSIS I
Current uses of radiopharmaceuticals for organ visualization and function with evaluation of results for diagnostic value. Emphasis placed on in vivo procedures.

NMIS 4213  NUCLEAR PHYSICS
Presents concepts and physical properties governing the atom to include systems and units of measurement, atomic and nuclear structure, particulate and electromagnetic radiation as they relate to nuclear medicine practices.

NMIS 4214  INSTRUMENTATION I
Operational principles of radiation detection equipment to include statistical applications and quality control.

NMIS 4115  RADIOPHARMACY I
Radiopharmaceutical preparation for diagnostic use to include quality control. Chemical, physical, and biological properties of radiopharmaceuticals will be examined.

NMIS 4116  JOURNAL REVIEW AND RESEARCH METHODS
Critical evaluation of medical scientific literature to include statistical evaluation methods and presentation techniques.

NMIS 4221  HEALTH PHYSICS
Legal, biological, and administrative aspects of radiation protection in nuclear medicine. Emphasis on practical means of minimizing radiation exposure to the patient, nuclear medicine staff, and the general public. Prerequisite: NMIS 4213.

NMIS 4322  CLINICAL PROCEDURES & DIAGNOSIS II
Continued study of application of radiopharmaceuticals for diagnostic use. In vitro and therapeutic procedures are introduced. Prerequisite: NMIS 4312.

NMIS 4223  INSTRUMENTATION II
Advanced application of radiation detection theory and instrumentation. Prerequisite: NMIS 4214.

NMIS 4224  RADIATION BIOLOGY
Introduction to the interaction of radiation and biological systems. Includes chronic and delayed effects through physical and chemical changes from radiation. Also the biological basis of radiation safety.
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMIS 4225</td>
<td><strong>RADIOPHARMACY II</strong></td>
<td>Radiopharmaceutical preparation for diagnostic use to include quality control. Chemical, physical, and biological properties of radiopharmaceuticals will be examined. <em>Prerequisite:</em> NMIS 4115</td>
</tr>
<tr>
<td>CHP 3101</td>
<td><strong>LEGAL &amp; ETHICAL ISSUES FOR ALLIED HEALTH PROFESSIONALS</strong></td>
<td>Problems related to management and ethics commonly seen in the professional workplace.</td>
</tr>
<tr>
<td>CHP 3102</td>
<td><strong>HEALTH CARE MANAGEMENT ISSUES FOR ALLIED HEALTH PROFESSIONALS</strong></td>
<td>Problems related to ethical dilemmas in health care as commonly seen in the professional workplace.</td>
</tr>
<tr>
<td>NMIS 4517</td>
<td><strong>CLINICAL INTERNSHIP I</strong></td>
<td>Practical application of coursework presented in the classroom. Students are assigned educational experiences in clinical imaging and radiopharmaceutical preparation.</td>
</tr>
<tr>
<td>NMIS 4524</td>
<td><strong>CLINICAL INTERNSHIP II</strong></td>
<td>Continuation of clinical application. <em>Prerequisite:</em> NMIS 4517</td>
</tr>
<tr>
<td>NMIS 4431</td>
<td><strong>CLINICAL INTERNSHIP III</strong></td>
<td>Continuation of clinical application. <em>Prerequisite:</em> NMIS 4524</td>
</tr>
<tr>
<td>NMIS 4242</td>
<td><strong>CT PHYSICS AND INSTRUMENTATION</strong></td>
<td>A study of the basic principles of x-ray physics, production and interactions; instrumentation of computed tomography, computed tomographic image formation, manipulation and quality assurance; and radiation dose and safety concerns.</td>
</tr>
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</table>
Responsibilities as a UAMS Nuclear Medicine Imaging Sciences Student

Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

Responsible students take ownership of their actions by exhibiting the following behaviors. They:

- demonstrate academic integrity and honesty.
- attend and participate in classes, labs, and seminars, prepared and on time.
- complete the assigned work in a timely manner with attention to quality of work.
- avoid making excuses for their behavior.
- communicate in a careful and respectful manner with professors, peers, and other members of the college community.
- are engaged learners who dedicate sufficient time outside of class to college work.
- act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student constitution and college catalog.
- utilize college resources and seek help when needed.
- respect diverse ideas and opinions.
- identify, develop, and implement a plan to achieve their educational goals.

Adapted from Jamestown Community College

As a UAMS NMIS student, you will be representing not only yourself, but also UAMS in the clinical setting. Clinical sites are not only evaluating you for the NMIS program on your evaluations, they are also evaluating you for possible jobs in the future after you graduate. Many of the clinical sites where our students rotate have hired our students after graduation. As a student, you are responsible for your own education. You will be on a 12 month interview with the clinical sites.

UAMS students are responsible for completing all paperwork during and at the end of each rotation, reminding clinical supervisors to complete their paperwork at the end of each rotation, completing all required competencies prior to graduation, completing all required clinical hours prior to graduation and completing all required coursework hours prior to graduation. UAMS students will not be cleared to sit for the certification examinations until all UAMS graduation requirements are completed.
Student Supervision in the Clinic and Laboratory

Students will be supervised by certified nuclear medicine technologists in the clinical setting. Each clinical supervisor has been chosen by UAMS and approved by the Joint Review Committee on Education in Nuclear Medicine Technology. Clinical supervisors are responsible for verifying student attendance in clinic, evaluating students at the end of rotations, supervising students in the clinical setting, and supervising students during competency procedures.
**Clinical Education**

In addition to assigned classroom courses, students complete clinical rotations, or courses, in order to satisfy degree requirements. The rotations include clinical activities in a radiopharmacy and in multiple varied clinical imaging settings.

**Baton Rouge**
The radiopharmacy rotation will be at
- Cardinal Health Nuclear Pharmacy Services
The clinical imaging rotations will be at
- Baton Rouge General Medical Center Blue Bonnet
- Cardiovascular Institute of the South
- Our Lady of the Lake Regional Medical Center
- Our Lady of the Lake Regional Medical Center – PET Center
- North Oaks Medical Center - Hammond

**Dallas**
The radiopharmacy rotation will be at
- Cardinal Health Nuclear Pharmacy Services
The clinical imaging rotations will be at
- Cardiology Consultants of Texas (Baylor)
- Children’s Medical Center Dallas
- Presbyterian Hospital
- Clinical Ancillary Services Clinic- St. Paul
- UT Southwestern Medical Center - PET
- VA North Texas Healthcare System

**Jonesboro**
The radiopharmacy rotation will be at
- Red River Pharmacy Services
The clinical imaging rotations will be at
- St. Bernard’s Hospital
- St. Bernard’s Hospital - PET

**Little Rock**
The radiopharmacy rotation will be at
- Cardinal Health Nuclear Pharmacy Services.
The clinical imaging rotations will be at
- Arkansas Children’s Hospital
- CHI St. Vincent Heart Clinic Arkansas
- Jefferson Regional Medical Center (Pine Bluff)
- John L McClellan Veterans Hospital
- St. Vincent Infirmary Medical Center
- University of Arkansas for Medical Sciences
- University of Arkansas for Medical Sciences - PET
Northwest Arkansas (Fayetteville/Fort Smith)
The radiopharmacy rotation will be at
- Cardinal Health Nuclear Pharmacy Services – Fayetteville
- Cardinal Health Nuclear Pharmacy Services – Fort Smith

The clinical imaging rotations will be at
- Highland Oncology PET (Fayetteville)
- Mercy Hospital (Rogers)
- Washington Regional Medical Center (Fayetteville)
- Sparks Regional Medical Center (Fort Smith)

Texarkana
The radiopharmacy rotation will be at
- Red River Pharmacy Services

The clinical imaging rotations will be at
- Christus St. Michael Health System
- Texarkana Cardiology Associates
- Texarkana PET Imaging Institute

Tulsa
The radiopharmacy rotation will be at
- Cardinal Health Nuclear Pharmacy Services

The clinical imaging rotations will be at
- St. Francis Hospital (Department, OP Clinic, Cardiac, PET)
- St. John's Hospital (Department, Cardiac, PET)

Tyler
The radiopharmacy rotation will be at
- NuTech, Inc.

The clinical imaging rotations will be at
- Longview Medical Center
- University of Texas Health System – Tyler (East Texas Medical Center)
- University of Texas Health System PET – Tyler
- University of Texas Health System - Northeast

Students will receive a clinical rotation schedule during fall orientation. Each student will be assigned to multiple clinical sites throughout the academic year and the length of time for each rotation may vary. The clinical rotation schedule lists a starting time for the first day of the clinical rotation. Starting times may be changed by the clinical instructor to allow students to participate in special activities and/or studies. Clinical rotation schedules are set so that the student achieves the best possible clinical educational experience, covering all aspects of nuclear medicine. Clinical rotation schedules cannot be changed without prior approval of the Clinical Coordinator or the Program Director. If a clinical site is closed for any reason (e.g. maintenance) and the student is scheduled at that site, the student must contact the Clinical Coordinator or the Program Director for re-assignment on that day, use PIG hours or use their floating day.

Students will be evaluated on their clinical performance at the end of each clinical rotation period. All clinical rotation requirements are outlined in the clinical handbook. Students will evaluate each clinical site at the end of their clinical rotation.

Students may not receive payment (hourly wages) for their time in the clinical setting. They may accept a stipend, however. UAMS imposes no other restrictions on employment outside clinic hours.
Acceptable Grades for Progression

The nuclear medicine imaging sciences program is a progressive program in that the core classes build on one another from one semester to the next. All classes are only one time per academic year. In order to progress from one semester to the next, students are expected to make a passing grade in all classes. Failure to achieve a passing grade in just one class will prevent the student from progressing to the next class in sequence and therefore may result in the student being recommended for dismissal or suspension from the NMIS program. NMIS grading scheme is outlined below. Students who withdraw must follow the re-admission policy for the NMIS program found in this handbook under “Re-admission policy for Nuclear Medicine Imaging Sciences”.

1. Students must receive a grade of "Satisfactory" or "C" or better in all professional courses in order to progress in the program from one semester to the next. Students with course grades of "D" or "F" or "Unsatisfactory" may be recommended for dismissal or suspension from the NMIS program.

2. Successful completion of this program is dependent upon attendance and active participation in class. NMIS instructors may include evaluations of student attendance and class participation as part of their respective course grades. Attendance and participation policies and procedures are outlined in individual course syllabi.

3. All NMIS classroom coursework is graded on an ‘A’, ‘B’, ‘C’, ‘D’, or ‘F’ letter grade basis. All faculty use the following percentage grading scale to assign course letter grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>85% - 92%</td>
</tr>
<tr>
<td>C</td>
<td>77% - 84%</td>
</tr>
<tr>
<td>D</td>
<td>70% - 76%</td>
</tr>
<tr>
<td>F</td>
<td>Less than 70%</td>
</tr>
</tbody>
</table>

   Course specific assessment policies and procedures are outlined in individual course syllabi.

4. All clinical coursework is graded on a “Satisfactory”/“Unsatisfactory” basis. Clinical supervisors grade students on attendance, integrity, communication skills, cooperation, self-confidence, motivation, efficiency, and professionalism. All clinical rotation requirements are outlined in the clinical handbook.

5. Graduation requirements include:
   - Successful completion of all Pre-professional required coursework.
   - Successful completion of all UAMS NMIS Program coursework and NMIS required clinical requirements.
   - Achieving a passing grade (80%) on the Fall Comprehensive Examination and the Spring Comprehensive Examination and any required Oral Examinations.
   - Achieving a passing grade (80%) on the Radiopharmacy and Health Physics/Instrumentation Oral Examinations.
   - Achieving a passing grade (75%) on the Final Comprehensive Examination.
**Examinations and Quizzes and Homework**

Block examinations will be administered approximately every five weeks during the semester and will be at a proctored test site. Block examination dates will be posted in the syllabus and/or Blackboard. Block examinations are usually open for a set period of time and must be completed within the posted time frame. Make-up block examinations are permitted only in the case of an emergency or illness. Documentation may be required regarding the illness or emergency before permission to take the make-up block examination is granted. If a student is to miss a block examination, it is the responsibility of the student to contact the instructor by phone and e-mail prior to the scheduled block examination time. Make-up block examinations must be taken within five calendar days after returning to clinic or class and will be scheduled at a time that is mutually agreed upon by the instructor and the student. It may be necessary for the student to take the make-up examination in Little Rock due to contractual obligations and assessed fees with the testing centers. Every effort should be made to take the block examination at the regularly scheduled time.

Online homework or assignments and quizzes are usually open for a set period of time and must be completed within the posted time frame. A make-up online homework or assignment or quiz is permitted only in the case of an emergency, illness or computer problems. Documentation may be required regarding the illness or emergency before permission to complete the online homework or assignment or quiz is granted. If a student is to miss an online homework or assignment or quiz is necessary, it is the responsibility of the student to contact the instructor by phone and e-mail prior to the expiration of the homework or assignment or quiz time. The make-up homework or assignment or quiz must be completed and submitted within 48 hours of resolving the emergency.

Other homework or assignments are usually open for a set period of time and must be completed within the posted time frame. Make-up homework or assignment are permitted only in the case of an emergency or illness. Documentation may be required regarding the illness or emergency before permission to complete the homework or assignment is granted. If a homework or assignment is to be turned in late for the above reasons, it is the responsibility of the student to contact the instructor by phone and e-mail prior to the homework or assignment due date. Make-up homework or assignment must be completed and submitted within 48 hours of resolving the emergency.

Quizzes or homework or assignments completed late for reasons other than emergency or illness or computer problem will have a 10% per calendar day reduction in grade. Quizzes or homework or assignments submitted more than ten (10) days past the due date will receive a grade of zero (0).

No retakes of block examinations, online quizzes, online or other homework, assignments, discussions, projects or interesting case are permitted.

Specific course examination, quiz, homework or assignment policies and procedures are outlined in individual course syllabi.
Admissions:

UAMS Non-Discrimination Policies

PURPOSE
The University of Arkansas for Medical Sciences (UAMS) is committed to the principle and practice of nondiscrimination and equal opportunity in all areas of employment and other services that affect employees, students and the general public. The ability of UAMS to meet its mission will increasingly depend on and be strengthened by incorporating constructive diversity and inclusion in its faculty, students and staff. Racism, bigotry and discrimination subvert the mission of UAMS which is to provide a wholesome environment where comprehensive educational, research and employment opportunities are offered to employees and students. In both obvious and subtle ways racism, bigotry and discrimination adversely affect an individual's ability to function at optimal level. They also have a harmful effect on one's ability to study, work and engage in leisure activities within the University community.

SCOPE
All UAMS employees, faculty members, staff members, students, non-employees (such as contractors, vendors, delivery persons, and volunteers) and guests and visitors of the UAMS campus.

POLICY
The University of Arkansas for Medical Sciences abhors and condemns all forms of bigotry and racism. Such behavior is a violation of an individual's human rights and is also unlawful. UAMS will comply with and enforce Titles VI and VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246 (as amended), Title IX of the Educational Amendments of 1972 (as amended), the Rehabilitation Act of 1973 (Sections 503 and 504) (as amended), the Vietnam Era Veterans' Readjustment Assistance Act of 1974, (as amended), the Age Discrimination in Employment Act (as amended), the Americans With Disabilities Act of 1991, the ADA Amendments Act of 2008 (as amended), Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, U.S. Federal Court Decree in the Adams Cases of 1973 and Acts 99 and 962 of the Arkansas General Assembly. UAMS shall recruit, retain, promote and graduate students without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), status as a protected veteran, sex, age, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Specifically, UAMS will not discriminate on the basis of race, color, religion, national origin, creed, service in the uniformed services, status as a protected veteran, sex, age, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation as a criterion in deciding against any individual in matters of admission, placement, transfer, hiring, dismissal, compensation, fringe benefits, training, tuition assistance and other personnel or educationally related actions. Therefore, the policy of UAMS is that members of the University community neither commit nor condone acts of bigotry, racism or discrimination. Actions on the part of any employee or official of the University contrary to this policy will be addressed promptly and appropriately, according to current UAMS disciplinary procedures. To ensure compliance with this adopted policy of nondiscriminatory behavior, UAMS will operate under the following procedures.
PROCEDURE (TRAINING & EDUCATION)
1. UAMS shall institute an on-going program designed to familiarize UAMS personnel with the fundamental principles of racial tolerance, cultural diversity and inclusion. Priority will be given in the training of:
   a. Faculty
   b. Supervisory and management personnel
   c. Personnel involved with customer contact
   d. Students
   e. Other personnel
2. Deans and division heads will be responsible for leading in the development and implementation of educational programs in their respective areas. The Office of Human Resources will be available, as a primary resource, for consultation in all areas of program development. The Office of Human Resources will also be a leader in the development and presentation of educational programs.
3. All promotional programs designed to solicit funds, provide customer information or create community goodwill, shall reflect the diversity and inclusion of the University community and the general public. The appropriate dean/division head, or designee shall review such material prior to publication to ensure that the above standard is met.
4. Production of all faculty handbooks, student handbooks, employee handbooks, as well as any other communication designed to publicize policy and procedure, or any other information, must be written in a manner to promote nondiscriminatory and tolerant behavior. The appropriate administrative personnel shall review such material prior to publication to ensure the above standard is met.

PROCEDURE (RACIAL SLURS, JOKES AND DEROGATORY REMARKS)
5. All complaints or allegations of slurs, inscriptions, jokes or other offensive behavior based on race, color, religion, national origin, creed, service in the uniformed services, status as a protected veteran, sex, age, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation which occur in the workplace or are related to the workplace are to be reported to the appropriate department head. Any employee, faculty member, or student may contact the Office of Human Resources, Employee Relations, should the complainant feel uncomfortable in reporting the incident to the department head. Students may also report complaints to the Associate Dean of their respective college.
6. Progressive discipline will be implemented in proven cases of behavior referenced in Procedure #5 above in accordance with the Employee Disciplinary Policy, Administrative Guide Policy number 4.4.02.

Sensitivity training may also be made available for those employees guilty of the behavior described in Procedure #5.

PROCEDURE (MONITORING)
7. During the month of June of each year, the Center for Diversity Affairs will review and report to the Chancellor the University's progress in the above areas of operation. This will be accomplished by review of such documents as the University's Affirmative Action plans, reports of accomplishments submitted by division heads, reports submitted to the Chancellor, and any other documented activities designed to accomplish the goals set out in this policy.
ADA Special Accommodations/Disability Policy

UAMS Administrative Guide Number 3.1.12

PURPOSE

The University of Arkansas for Medical Sciences is committed to the principles described in the Americans With Disabilities Act (ADA). It is the responsibility of each UAMS executive, manager, and supervisor to subscribe to these principles and assure compliance in their particular department or area of responsibility.

POLICY

1. The individuals designated to coordinate UAMS responsibilities under the ADA are:
   a. W. David Heron, Vice Chancellor for Administrative and Fiscal Affairs, or his successor, AND
   b. Michael J. Dwyer, Jr., Executive Director of Campus Operations, or his successor.

Each may be reached at UAMS, 4301 W. Markham, Little Rock, Arkansas, 72205, or by calling 686-5650.

The Vice Chancellor and the Executive Director shall establish policy, monitor progress, and assure that ADA principles are enacted in all required aspects of UAMS operations.

2. The individual designated to investigate any complaints alleging noncompliance or any action prohibited by ADA is Charles H. White, Director of Human Relations, or his successor, 4301 W. Markham, Little Rock, Arkansas, 72205. His telephone number is 686-5945 or 686-5650.

3. It is the policy of the University of Arkansas for Medical Sciences to ensure compliance with all aspects of the ADA, specifically but not limited to the following:
   a. Non-discriminatory treatment will be given (directly or through contractual licensing) to people with disabilities in the full and equal enjoyment of benefits and services, so that disabled individuals have a full and equal opportunity to obtain the same result, the same benefit, or to reach the same level of achievements as those provided to other individuals.
   b. UAMS will not discriminate in employment, programs, or services on the basis of disability. Such non-discrimination will also extend to friends, associates, and relatives of individuals with disabilities.
   c. Benefits and services will not be provided differently or separately unless such action is necessary to ensure that services are as effective as those provided to others. But where separate benefits and services exist, disabled individuals will nonetheless have access to general benefits and services.
   d. Standards, criteria and methods of administering programs and services at UAMS will not subject qualified individuals with a disability to discrimination, will not impair or defeat the program objectives with respect to individuals with a disability, and will not perpetuate the discrimination of others.
   e. Licensing and certification programs, including educational offerings, will be administered so that qualified individuals with a disability are allowed full and equal access to programs and activities.
   f. UAMS will offer services, programs, and activities in integrated settings appropriate to the needs of individuals with disabilities, and will modify policies, practices, and procedures when necessary to offer programs and services to individuals with disabilities.

Such reasonable accommodations, when necessary, may be freely rejected by individuals with disabilities.
Further, no surcharge will be placed on any individual or group to cover costs incurred in providing reasonable accommodation in programs and services required by ADA.

g. UAMS will not provide significant assistance—through contractual agreement, licensing, vendor relationship, or other arrangements—to anyone who discriminates on the basis of disability, including using selection criteria for procurement contractors which do not subject qualified individuals with disabilities to discrimination.

h. UAMS will ensure that services, programs and activities, when viewed in their entirety, are readily accessible to and usable by individuals with disability, and that all construction, renovation, and other physical alteration of UAMS property will meet ADA requirements as enunciated in the UAMS Physical Plant Transition Plan, dated October 26, 1992.

i. Communications with applicants, participants, and members of the public will be effective, utilizing auxiliary aids and services such as TDD, sign language, and Braille publications where necessary, and that requests from individuals with disabilities will be given primary consideration.

j. UAMS will ensure that no threat, intimidation, or coercion will occur for individuals who oppose any act or practice under ADA, who make a charge, who participate in any investigation, or who exercise or encourage others to exercise rights established under ADA.

4. Individuals, employees, or members of the public who wish to review the UAMS "Self-Evaluation," the UAMS "Transition Plan" for physical facilities, or who have general questions regarding the ADA should contact one of the three University officers shown above during normal business hours.

**REFERENCE**

1 UAMS Guide Policy 4.4.08 ADA in Employment
ADMISSIONS: HIV/HBV STUDENT STATUS

Applicants to the Nuclear Medicine Imaging Sciences program are considered without regard to race, color, creed, age, marital status, national origin, or sex. Otherwise qualified applicants who test sero-positive for HIV or hepatitis B (HBV) receive equal consideration. Students will be expected to follow the UAMS Medical Center Policies and Procedures Manual – HR 4.03\(^2\) with regards to reporting of infectious status, counseling, disciplinary actions, restriction on work, and confidentiality. At the present time, there are no duties assigned to nuclear medicine technologists that would be considered "exposure-prone procedures." It is therefore anticipated that students who test positive for HIV or HBV should be able to matriculate and graduate from the Nuclear Medicine Imaging Sciences program.

\(^2\) http://www.uams.edu/uh/policy/Human%20Resources/hr403.htm
Re-admission policy for Nuclear Medicine Imaging Sciences

1. Students who are dismissed or withdraw from the NMIS program based on their academic performance are permitted to reapply in the next application cycle. Students that fall into this category must submit a CHP Application Form and complete all application requirements, to include all pre-professional course requirements for the year in which they will be readmitted, in order to be considered in the NMIS competitive selection process.

2. Students who withdraw from the NMIS program for documented medical reasons, financial reasons, or family emergencies and who are in good academic standing when they withdraw will be allowed to reenter the following academic year without going through the competitive selection process. Students that fall into this category are required to complete all pre-professional course requirements for the year in which they will be readmitted.

   Students who are suspended from the NMIS program and who are in good academic standing when they withdraw will be allowed to re-enter the following academic year without going through the competitive selection process in accordance with NMIS Re-admission policy in item 3 below.

   Students who are dismissed or withdraw from the college for any reason and are seeking re-admission into the NMIS program will be required to complete all CHP admission requirements

   Students who are suspended from the NMIS program in the fall semester, must notify the program in writing their intentions to attend the following fall semester before March 1st of the following year or they will be considered dismissed from the program and forfeit their admission status.

   Students who are suspended from the NMIS program in the spring semester, may not have a clinical rotation to attend as new student interviews and acceptance letters have already started. UAMS, NMIS will make every attempt to place the student in the students current geographical location, however, the student may be required to relocate to another geographical location with UAMS clinical sites in order to complete their clinical and/or didactic requirements.

3. Students who are dismissed or withdraw from the college for any reason and are readmitted into the NMIS program:
   - in the academic year immediately following the year of dismissal or withdrawal will be required to repeat all professional course work, regardless of past grades in any course, except for the courses listed below, provided a letter grade of “C” or higher was achieved during the student’s previous enrollment:
     o CHP 3101 – Ethical & Legal Issues for Allied Health Professionals
     o CHP 3102 – Health Care Management Issues for Allied Health Professionals
     o NMIS 4116 – Journal Review and Research Methods
   - after more than one academic year following the year of dismissal or withdrawal has passed, students will be required to repeat all professional course work, regardless of past grades in any course.
Attendance Policy in Clinical Rotations and Distance Education Classrooms

Clinical Rotations

Rationale

Most health care facilities seek to establish a balance between employee time off (vacation, sick, holiday) and the institution’s need to maintain adequate staff to fulfill its missions of teaching and patient care. Accrued time must be used by employees in a manner that minimizes interference with normal business operations.

The concept of “occurrence of unscheduled absence” is intended to define and control the hardship which is placed on supervisors and other staff members when a scheduled worker does not, for any reason, fulfill his/her responsibility to be working as scheduled.

In preparation for future employment, students should become accustomed to the concept of occurrences and will observe the following policy regarding scheduled and unscheduled absences and tardiness.

Definitions

Scheduled absence: Time off from a clinical rotation based on a “Request for Leave Form” submitted at least 16 working hours prior to the time off requested that is approved by a student’s immediate clinical supervisor AND the UAMS NMIS clinical coordinator.

Unscheduled Absence: A failure of the student to report to his/her assigned clinical site (according to the clinical rotation schedule) or a failure to provide advance notification (16 working hours) of time missed from a scheduled clinical rotation.

Tardy: Failure of the student to be at his/her assigned clinical rotation site at the specified time.

Occurrence:
The standard for occurrences shall be two (2) occurrences within a floating 3-month period.

- One incident of “Unscheduled Absence”. All hours and days of the same “Unscheduled Absence” shall be counted as the one occurrence. An “occurrence” begins with, and ends with the student’s return to the normal clinical schedule. Student will receive a verbal warning and notification via e-mail that unscheduled absence is unacceptable and a reminder of the attendance policy.
- Two instances of tardiness will count as one occurrence.
- 2nd Occurrence within a floating 3-month period – the student will receive a written warning and will have his/her attendance problem addressed by the NMIS Clinical Coordinator.
- 3rd Occurrence within a floating 3-month period – the student will receive a second written warning and further disciplinary action, up to and including being placed on academic probation.
- 4th Occurrence within a floating 3-month period – the student will receive further disciplinary action, up to and including receiving an "Unsatisfactory" grade for his/her current clinical course which may result in the student being recommended for dismissal or suspension from the program.
Distance Education Classrooms

Students are expected to actively engage in their education by attending and/or participating in class activities (face-to-face or at a distance). Faculty is expected to monitor their students’ active participation. It is the responsibility of the faculty to report any student who has not attended or actively participated in learning activities for a period of one week to the Registrar. The Registrar or the Associate Dean for Academic Affairs will attempt to contact the student to learn the reason for his/her lack of participation. If a satisfactory reason is not presented and the student does not actively engage in learning activities in the class(es) in a one-week period, the student will be administratively dropped from the class(es). If all classes are dropped, the student is administratively withdrawn from the CHP program.

Students are expected to attend all classes and designated sign-on times for Blackboard according to the posted schedule. If a student is to be absent, the instructor is to be notified by email prior to the posted class time. Students should bring a calculator to the discussion sessions. Students are expected to participate in small group projects and actively contribute to classroom and Blackboard discussions.

This class is a distance-learning class. Hence, students are not present in the traditional classroom setting and are not in front of the instructor at all times during the class session. Students are expected to pay attention and to participate during the class sessions. If a faculty member receives any communication from a student during another faculty members’ class session, the following penalties will be incurred by the student:

**First instance**: Written warning documenting to whom the communication was intended and during which class the communication occurred.

**Any further instances**: Written notice of a deduction of two (2) hours from the students accrued hour bank documenting to whom the communication was intended and during which class the communication occurred.
Procedures

Students will accrue time off (known as PIG Hours) on an hourly basis as reward for various activities specified by individual course instructors and/or the NMIS program director. These hours will be placed in an accrued hour (PIG) bank that will be maintained by the clinical coordinator of the nuclear medicine program and may be drawn out to replace clinical absences throughout the academic year. The maximum number of hours that can be accumulated in the bank is forty (40).

Students must request time off from clinic in advance (16 working hours) if they are going to be absent from their assigned clinical rotation site. Acceptable reasons for taking time off include, but are not limited to, personal, medical, as well as, military leave and jury duty. Time off for military leave and/or jury duty will not be required to be made up. Requests for time off must be made using the online “Request for Leave Form” found on the Main Page of the Student Center in Blackboard. Upon receipt of a “Request for Leave Form,” the NMIS Clinical Coordinator will verify that the student has enough accrued hours to cover the requested time off. The NMIS Clinical Coordinator will email the leave request approval or the reason for disapproval to the student and the student's Clinical Supervisor.

If an emergency situation arises (i.e. illness) that prevents a student from participating in a scheduled clinical rotation, that student must contact the clinical supervisor at their assigned clinical site and the NMIS Clinical Coordinator prior to the regularly scheduled starting time for that clinical day. The Clinical Coordinator must be contacted by email. Failure to follow this procedure will result in a deduction of two hours from accrued time off.

Students must have enough hours accumulated to cover any time off requested. Time off requested in excess of the total number of accrued hours will not be approved. Special circumstances (i.e. medical emergency, etc.); however, may be considered when requesting time off in excess of accrued time. Students are required to make up all time taken off from clinic that exceeds the total number of accrued hours available.

At the end of the semester, students must have a positive or zero (0) balance in their accrued time off account. If a student falls into the negative status at any point during the semester, the student must follow the “Make-up time” procedure below.

Make-up time

Missed clinical time is made up on an hourly basis – one hour worked equals one hour made up. When working to make up time, students may not be sent home “Finished early”. Students may make up missed clinical hours by:

- Working a minimum of one (1) hour past their daily scheduled eight hours (overtime); or,
- Working days that are not part of the NMIS clinical schedule (i.e. Thursdays or Fridays after a block examination, Saturdays, etc.). In order for these make-up hours to count, a student must:
  - have the date and location pre-approved by the NMIS Clinical Coordinator; and,
  - work a minimum of two (2) hours on the approved date.

At any time during the semester, if a student has negative hours in their accrued time off account, the student is required to work on the next non-scheduled class/clinical business day at their regularly scheduled clinical site to make up as much time as possible. This will include any UAMS holidays and/or the Thursday and/or Friday after a block examination. If at the end of the semester, the student is still in the negative status in the accrued hour bank, the student will be required to work in the clinical setting immediately after the block examination until all hours are made up. If the hours are not made up at the time semester grades need to be turned in, the student will receive an Incomplete “I” for the semester. At that time, the student will continue to work until all hours are made up. If hours are not made up by the beginning of the next semester, the student will not be allowed to continue in the nuclear medicine program and the Incomplete will be converted to an Unsatisfactory “U” for that semester and may result in the student being recommended for dismissal or suspension from the program.
**Floating day**

Each student will begin the academic year with one (1) “floating” day. The “floating” day is provided to offset clinical time lost due to unique circumstances, and, as such, cannot be used to replace time that a student has missed in their clinical rotations. The “floating” day will be used to substitute for one regularly scheduled clinical day. The “floating” day cannot be divided into smaller time increments. The “floating” day cannot be used to substitute for an absence or to make up time missed. The time afforded by the “floating” day will not be reflected in the students’ “Accrued Hours” totals.

Examples of unique circumstances that would warrant the use of this “floating” day include:

- Good Friday (*Louisiana hospitals are closed*)
- Inclement weather day (*snow, ice, hurricanes – at the discretion of the NMIS Clinical Coordinator and/or Program Director*)
- Columbus Day (*VA Hospitals are closed*)
- Camera maintenance/repair (*single camera departments*)
- No patients scheduled in department

To avoid having to use the floating day, when these unique circumstances are known about ahead of time (holiday, camera repair, etc.) students may ask to be reassigned to another clinical site for that day. This requires advance notice and approval by the UAMS Clinical Coordinator. Other unique circumstances will be evaluated on a case-by-case basis by the NMIS Clinical Coordinator.

A student that wants to request the use of their “floating” day must submit a “Request for Leave Form” found on the Main Page of the Student Center in Blackboard to the NMIS Clinical Coordinator. The NMIS Clinical Coordinator will verify that the student has their “floating” day available and will email the leave request approval or the reason for disapproval to the student and the student’s Clinical Supervisor.

Students must follow the procedure for scheduling an absence and must check the appropriate box on the leave request form. Any clinical time missed in excess of the “floating” day due to any of the above circumstances must be replaced by accrued hours and/or make-up time.
Student Conduct

Universal Policies

The policies and procedures as set forth for students incorporate those established at all clinical sites and in the classroom where appropriate. Where any policy is applicable to only one specific affiliate, that policy is so designated. Violations of these policies will result in an (1) oral warning followed by (2) a written warning, placing the student on disciplinary probation for a repeated offense. A third offense of the same kind may result in dismissal from the program.

All Universal Conduct Policies apply to UAMS and the NMIS clinical affiliates

1. Students are required to wear their UAMS and/or clinical affiliate identification badge(s) at all times.
2. Regular and punctual attendance is required.
3. Students must follow all oral and posted clinical work assignments/schedules.
4. Students must observe safe work practices and published safety rules.
5. Students are expected to know and observe established fire and emergency procedures.
6. Students must follow all parking policies and use authorized entrances and exits to facilities.
7. Students must follow all designated smoking policies.
8. Sleeping while in the clinic or classroom is strictly forbidden.
9. Students must not report to class nor clinic under the influence or odor of intoxicating liquor or controlled substances not prescribed by a physician.
10. No firearms or weapons of any kind are allowed on the UAMS campus or any NMIS clinical affiliate’s premises.
11. Students and guests are not permitted to visit NMIS students in the clinical area.
12. Students who are not in class or participating in a scheduled clinical rotation are not permitted to be on the UAMS or NMIS clinical affiliate premises without a valid reason.
13. Students must promptly report any and all unusual incidents or accidents to the clinical supervisor.
14. Students are required to practice ALARA principles
   - Students are not permitted to eat, drink, chew gum, or apply make-up in patient care areas or in areas where radioactive materials are used, stored, or administered.
   - Students are required to wear ring and body badges while in the clinical areas.
   - Students are required to wear gloves when handling radioactive materials, blood products, or potentially infectious materials.
   - All accidental spills or radioactive contamination must be reported to the clinical supervisor immediately. If the clinical supervisor deems it necessary to contact the radiation safety officer, the NMIS clinical coordinator and program director must be notified as well.
   - All Department of Transportation (DOT) regulations will be followed for incoming and outgoing boxes.
15. Nuclear Pharmacy Policies
   - Students are required to work under the direct supervision of a nuclear pharmacist.
   - Lab coats, body badges, and ring badges will be worn at all times in the laboratory.
   - Students must follow the facility procedure for monitoring hands, feet, and clothing before exiting the lab.
   - Students are not to take customer orders over the phone.
   - All pricing schedules are confidential
   - Deliveries may not be made by students; however, students may accompany pharmacy personnel on a delivery run.
16. Students must obtain permission from their clinical supervisors when it becomes necessary to leave their assigned clinical location prior to the end of their scheduled clinic hours.
17. Personal calls using the NMIS clinical affiliates’ telephones are not permitted.
18. At a student’s discretion, the NMIS office telephone number may be provided to interested parties (i.e., child care facilities, family members, etc.) as a contact number for emergencies.
only. In the event of an emergency, the NMIS office must be notified first and personnel from that office will locate and communicate the information to the student. Students may use personal electronic communication devices if they are outside of their assigned clinical location AND on a designated break (i.e., lunch) AND all facility rules and regulations pertaining to the use of cell phones are followed.

19. Students are required to use UAMS e-mail accounts for all communications with the university, NMIS faculty, and staff. Students are required to check their UAMS e-mail accounts on a daily basis.

20. Solicitation and/or distribution of printed and/or written material or the posting and/or removal of notices and/or signs may be engaged in only as permitted by institutional and/or facility policy.

21. Inaccurate or false information must not be entered into patient records.

22. Students must accurately represent themselves and their positions to patients, visitors, students, employees, and the general public, and must not use another student's identification badge.

23. Students must observe the principle of mutual respect in their contacts with patients, visitors, and employees and in their working relationships with faculty and other students.

24. Students must refrain from using language that threatens violence to another person.

25. Students must refrain from using abusive, provocative, or profane language and should avoid creating or being party to a disturbance or physical violence.

26. Patient, student, and employee information should be discussed with authorized personnel only, and in private.

27. Soliciting gratuities, gifts, or personal favors from vendors, patients, or visitors is strictly forbidden. Offers of gratuities or personal gifts should be graciously declined.

28. Students must not engage in horseplay, scuffling, running, throwing objects, or immoral or indecent behavior on the UAMS or a NMIS clinical affiliate’s premises.

29. Students must not commit any criminal act against employees, patients, visitors, or students.

30. Theft, misappropriation, or removal from UAMS or a NMIS clinical affiliate’s premises of any property belonging to patients, visitors, students, contractors, or employees, property that has been discarded, or sample products is strictly forbidden.

31. All facility property and equipment must be operated or used in a safe and proper manner.

32. Students should assist in keeping all UAMS and NMIS clinical affiliate’s campus equipment, buildings, and grounds clean, orderly, and in good condition and must avoid creating or contributing to unsanitary or unsightly conditions.

Clinical facilities may choose to add additional policies and students will be held accountable for those policies while in that particular setting.
Dress Codes: Clinical Rotations

DRESS CODE: SITE SPECIFIC REQUIREMENTS

All site specific dress code requirements are posted in the “Student Center” in Blackboard. Students should check with and adhere to the dress code for the facility at which their affiliation agreement has been signed. At minimum, students should be in scrubs and a lab coat at a patient imaging location, and/or business casual and a lab coat when in the nuclear pharmacy.

DRESS CODE: GENERAL REQUIREMENTS

Students are required to be dressed and groomed in an appropriate manner when in the clinical setting. A professional appearance will enhance the student's relationships with peers, technologists, faculty, physicians, and most importantly, the patient. Clinical affiliates that participate in holiday celebrations (for example, Halloween, Christmas, etc.) may allow students to wear holiday appropriate clothing. Students must comply with the affiliate’s dress code during this time.

1. Scrubs must be worn in compliance with the specific clinical affiliate policy.
2. A lab coat must be worn when required by clinical affiliate policy.
3. Athletic shoes must be worn in compliance with the specific clinical affiliate policy.
4. No sandals or open-toed shoes are permitted.
5. Excessive make-up, perfume, or cologne is not acceptable.
6. Fingernails are to be kept clean and maintained at a length which will not interfere with work.
7. Hair/beards must be kept neat, clean, and well groomed. Facial hair should be kept conservative and neatly trimmed.
8. Hose/socks must be worn at all times.
9. Undergarments must be worn at all times. The outline and color must not be visible outside of or through outer clothing.
10. Message pins/stickers that could conceivably affect a patient's emotional status or be considered in any way offensive to patients, visitors, or other employees are forbidden.
11. No unusual hair color is allowed (i.e., blue, pink, etc.).
12. No visible jewelry permitted in any piercing other than ears.
13. No visible tattoos.

If a clinical supervisor determines that a student violates the dress code outlined above, the student will be required to comply with the supervisor's request to make appropriate changes.
Pregnancy Policy

SECTION: CAMPUS OPERATIONS
AREA: GENERAL AND OCCUPATIONAL SAFETY
SUBJECT: PREGNANT EMPLOYEES WORKING

PURPOSE

To provide information, training, and options to employees so that they can make informed decisions in the best interest of themselves and their fetuses; and provide a mechanism whereby UAMS can manage or implement appropriate safety practices. No employee shall be discharged, transferred, or otherwise have her employment affected without her agreement solely because she is pregnant. On the other hand, employees can be required to perform the essential functions of their positions as a condition of continuing their positions.

SCOPE

This policy concerns employees who become pregnant who, in the course of their duties, are occupationally exposed to ionizing radiation (X-rays, gamma rays, or radioactive materials).

POLICY

It is the policy of UAMS to ensure that occupational exposures do not exceed Arkansas Department of Health (ADH) regulatory limits. The following policy and procedure informs occupationally exposed pregnant workers of the fetal exposure limits and the pregnant workers’ rights under the ADH regulations.

PROCEDURE

(1) This policy shall be invoked when employees in one of the following categories become aware of their pregnancy:

a) Any employee who receives (as demonstrated by personnel exposure badge reports), or is likely to receive (as determined by the Radiation Safety Officer's (RSO) evaluation of duties) a radiation dose in excess of 50 millirems per month, averaged over a nine month period.

b) Persons engaged in the following activities may be "at risk" as defined in (a) above:

i. Physicians who conduct radiological procedures (radiologists, nuclear medicine physicians, cardiologists, orthopedists, etc.)

ii. Nurses who assist during radiological procedures or work in areas where these are performed frequently (O.R., ICU, nursery, etc.)

iii. Paramedical personnel (radiology, nuclear medicine, dentistry, radiation therapy, etc.)

iv. Students who are in training in any of the above areas
v. Laboratory personnel working with radioactive materials or X-ray generators.

(2) Employees do not have to notify anyone of their pregnancy. However, an employee who decides to notify UAMS of her pregnancy or intended pregnancy has the following responsibilities:

a) Notify her immediate supervisor OR the Radiation Safety Officer (RSO) of her pregnancy.

b) Assist her supervisor and the RSO in evaluating the level of risk to a fetus from her particular working conditions and in evaluating the reasonableness of modifications to her working conditions to reduce risk. She shall sign a Female Radiation Exposure Declaration Form (provided on pages 3 – 4 of this policy) acknowledging that she has officially notified her supervisor of her pregnancy and knows the possible risks to her fetus from ionizing radiation exposure.

c) Notify her supervisor of any changes in her work or any problems in her pregnancy that may relate to exposure to radiation.

(3) Employee's options:

a) Resign from employment.

b) Continue in employment in her current position.

c) If the supervisor offers the employee an alternative position with less radiation risk, she may accept such position.

d) Take a leave of absence for a period of time not exceeding the duration of the pregnancy.

(4) Supervisor's responsibilities:

a) Contact the RSO and schedule a conference with the employee.

b) Implement any modifications in working conditions that the supervisor deems appropriate.

c) Establish the duration and conditions of any leave of absence or transfer to another position allowed under other provisions of this policy.

d) Provide the employee with information furnished by the Radiation Safety Officer regarding the nature of potential radiation injury associated with in utero radiation exposure and the regulatory limits established by the National Council on Radiation Protection.

(5) Radiation Safety Officer's responsibilities:

a) Develop information to be furnished to employees regarding the nature of potential radiation injury associated with in utero radiation exposure and the regulatory limits recommended by the National Council on Radiation Protection and established by Arkansas State Board of Health Rules and Regulations for Control of Sources of Ionizing Radiation.
(This information is provided on pages 5-7 of this policy.)

b) Advise the supervisor regarding the nature, the magnitude, and appropriate preventive measures associated with the employee's exposure to ionizing radiation.

c) Provide dosimeters and keep the supervisor and employee advised of exposure readings.

References

Administrative Guide Policy, 4.6.08 Leave of Absence without pay
Administrative Guide Policy, 4.6.11 Family and Medical Leave Act

Date: April 3, 2013
ACKNOWLEDGEMENT OF TRAINING:
DECLARATION OF PREGNANCY

I understand that UAMS is obliged by applicable law to take the position that protection of the health of the embryo/fetus is the immediate and direct responsibility of the prospective parent(s). While the medical profession and UAMS can support the parent(s) in the exercise of this responsibility, UAMS cannot assume it for the parent(s) without, according to the courts, simultaneously infringing upon individuals' rights. I also understand that policies which, as a rule, inhibit a woman's activities in the workplace on the basis of fetal protection concerns, are improper under the law of the United States, unless a woman voluntarily requests more protective dose limits be applied to her or in cases in which sex or pregnancy actually interferes with the employee's ability to perform the job.

I have received training from UAMS concerning the radiological hazards of employment. I have also received training regarding the effects of radiation on an embryo/fetus (such as mental retardation and birth size, childhood cancer, radiation-induced genetic effects, and the radiosensitivity of the embryo/fetus.)

I have had opportunity to ask questions concerning all aspects of the presentation.

I understand that the National Council on Radiation Protection and Measurement has recommended a separate dose limit of 500 mrem (not to exceed 50 mrem/month) to the embryo/fetus from occupational exposure of the expectant mother for the term of the pregnancy. I understand that if I become pregnant, I have the option to formally choose to be considered a Declared Pregnant Female. If I do not formally declare my pregnancy, my radiation dose limits will continue to be the same as they were before I became pregnant (annual limit of 5000 mrem).

I understand that I may be excluded from certain jobs or tasks that would require high radiation exposure if I choose to be a Declared Pregnant Female. I understand that these declarations and lower limits, however are strictly voluntary and will be implemented by UAMS only upon request. I understand that I may change my declaration at any time by notifying my supervisor and signing a new declaration form.

Based on the above information, I believe I adequately understand the risks of radiation related to employment and the choices available to me.
DECLARATION OF PREGNANCY

CHOOSE ONE:
Initial yes for one of the classifications below; initial no for the other classification.

_______  yes  _______  no

Radiation Worker. Based on the above information, I want to be classified as an occupational worker with exposure limits of 5000 mrem/calendar year.

_______  yes  _______  no

Declared Pregnant Female. I currently am pregnant, and I voluntarily elect to choose the lower dose limit for the unborn child of 500 mrem for the gestation period, not to exceed 50 mrem per month.

Employee's Social Security No. _______________________________________________________

Employee's Name ___________________________________________________________ Date:____________________

Please Print

Employee's Signature ______________________________________________________________

Signature

Supervisor's Name _______________________________________________________________

Estimated date of Delivery ____________________________________________________________
UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
INFORMATION FOR FEMALE EMPLOYEES & STUDENTS
UNDER 50 YEARS OF AGE

Possible Health Risks to Children of Women Exposed to Radiation During Pregnancy:
Some recent studies have shown that the risk of leukemia and other cancers in children increases if
the mother is exposed to a significant amount of radiation during pregnancy. According to a
report by the National Academy of Sciences, the incidence of leukemia among children under 10
years of age in the United States could rise from 3.7 cases in 10,000 children to 5.6 cases in 10,000
children, if the children were exposed to 1,000 mrem of radiation before birth (a "mrem" is a
measure of radiation). The Academy has also estimated that an equal number of scientific studies
have shown a much smaller effect from radiation. The University of Arkansas for Medical
Sciences wants women employees to be aware of any possible risk so that the women can take
steps they think appropriate to protect their offspring.

As an employee, you may be exposed to more radiation than the general public. However, the
Arkansas Department of Health has established a basic exposure limit for occupationally exposed
adults of 5,000 mrem per year. No clinical evidence of harm would be expected in an adult
working within these levels for a lifetime. Because the risks of undesirable effects may be greater
for young people, persons under 18 years of age are permitted to be exposed to only 100 mRem
per year. (This lower limit is also applied to members of the general public.)

The scientific organization called the National Council of Radiation Protection and Measurements
(NCRP) has recommended that because unborn babies may be more sensitive to radiation than
adults, their radiation dose as a result of occupational exposure of the mother should not exceed
500 mrem. Other scientific groups, including the International Commission on Radiation
Protection, have also stressed the need to keep radiation doses to unborn children as low as
practicable.

Thus it is the responsibility of your employer to take all practicable steps to reduce your radiation
exposure. Then it is your responsibility to decide whether the exposure you are receiving is
sufficiently low to protect your unborn child. The advice of your employer's health physicist or
radiation protection officer should be obtained to determine whether radiation levels in your
working areas are high enough that a baby could receive 500 mrem or more before birth. If so, the
alternatives that you might want to consider are:
(a) If you are now pregnant or expect to be soon, you could decide not to accept or continue
assignments in these areas.
(b) You could reduce your exposure, where possible, by decreasing the amount of time you spend
in the radiation area, increasing your distance from the radiation source, and use shielding.
(c) If you do become pregnant, you could ask your employer to reassign you to areas involving
less exposure to radiation. If this is not possible, you might consider leaving your job. If you
decide to take such steps, do so without delay. The unborn child is most sensitive to radiation
during the first three months of your pregnancy.
(d) You could delay having children until you are no longer working in an area where the
radiation dose to your unborn baby could exceed 500 mrem.
You may also, of course, choose to:
(e) Continue working in the higher radiation areas, but with full awareness that you are doing so
at some small increased risk for your unborn child.
The following facts should be noted to help you make a decision:

1. The first three months of pregnancy are the most important, so you should make your decision quickly.
2. At the present occupational exposure limit, the actual risk to the unborn baby is small, but experts disagree in the exact amount of risk.
3. There is no need to be concerned about sterility or loss of your ability to bear children. The radiation dose required to produce such effects is more than 100 times larger than the dose limits for adults.
4. Even if you work in an area where you receive only 500 mrem per three-month period, in nine months you could receive 1,500 mrem, which exceeds the full-term limit suggested by the NCRP. Therefore, if you decide to restrict your unborn baby's exposure as recommended by the NCRP, be aware that the 500 mrem limit applies to the full nine-month pregnancy.

The remainder of this document contains a brief explanation of radiation and its effects on humans. As you will see, some radiation is present everywhere, and the levels of radiation most employees of UAMS receive are not much larger than these natural levels. Because the radiation levels in the area where you will be working are required by law to be kept quite low, there is not considered to be significant health risk to individual adult employees.

**DISCUSSION OF RADIATION**

The amount of radiation a person receives is called the "dose" and is measured in "mrem." The average person in the United States gets a dose of 1,000 mrem from natural sources (other than radon) every 12 years. The dose from natural radiation is higher in some states, such as Colorado, Wyoming, and South Dakota, primarily because of cosmic radiation. In these states the average person gets 1,000 mrem every eight years.

Natural background radiation levels are also much higher in certain local areas. A dose of 1,000 mrem may be received in some areas on the beach at Quarapari, Brazil, in only about nine days, and some people in Kerala, India, get a dose of 1,000 mrem every five months.

Many people receive additional radiation for medical reasons. The annual radiation dose averaged over the U.S. population from diagnostic X-rays is 300 mrem per year. The average dose from one chest X-ray is 10-20 mrem.

Radiation can also be received from natural sources such as rock or brick structures, from consumer products such as television and glow-in-the-dark watches, and from air travel. The possible annual dose from working eight hours a day near a granite wall at the Redcap Stand in Grand Central Station, New York City, is 200 mrem, and the average annual dose in the United States from TV, consumer products, and air travel is 2.6 mrem.

Radiation, like many things, can be harmful. A large dose to the whole body (such as 600,000 mrem in one day) would probably cause death in about 30 days, but such large doses result only from rare accidents. Control of exposure to radiation is based on the assumption that any exposure, no matter how small, involves some risk. The occupational exposure limits are set so low, however, that medical evidence gathered over the past 50 years indicates no clinically observable injuries to individuals due to radiation exposures when the established radiation limits are not exceeded. Thus the risk to individuals at the occupational exposure levels is considered to be very low. However, it is impossible to say that the risk is zero. To decrease the risk still further, licensees are expected to keep actual exposures as far below the limits as practicable.

The current exposure limits for people working with radiation have been developed and carefully reviewed by nationally and internationally recognized groups of scientists. It must be remembered that these limits are for adults. Special consideration is appropriate when the person being
exposed is, or may be, an expectant mother, because the exposure of an unborn child may also be involved.

**PRENATAL IRRADIATION**

The prediction that an unborn child would be more sensitive to radiation than an adult is supported by observations for relatively large doses. Large doses delivered before birth alter both physical development and behavior in experimentally exposed animals. A report of the National Academy of Sciences states that short-term doses in the range of 10,000-20,000 mrem cause subtle changes in the nerve cells of unborn and infant rats. The report also states, however, that no radiation-induced changes in development have been demonstrated to result in experimental animals from doses up to about 1,000 mrem per day extended over a large part of the period before birth.

The National Academy of Sciences also noted that doses of 25,000-50,000 mrem to a pregnant human may cause growth disturbances in her offspring. Such doses substantially exceed, of course, the maximum permissible occupational exposure limits.

**Pregnancy Policy – PET Departments**

Higher radiation exposure levels are possible in PET imaging areas. Therefore, additional restrictions are placed on a declared pregnant student. These restrictions include but are not limited to the following items:

1. All declared pregnant students are required to wear a second OSL badge at waist level. The purpose of this badge is to measure fetal radiation exposures.
2. Radiation levels in a PET “hot lab” and patient waiting areas (post injection of radiopharmaceutical) are higher than in the scan room. Therefore, declared pregnant students are restricted from entering these rooms.

Studies have demonstrated that the majority of occupational exposure in PET comes from working with patients after injection. The declared pregnant student should minimize the time spent with the patient post injection. They should also maximize the distance between themselves and the injected patient. Proper shielding and shielding materials must be employed when working in the PET imaging area and handling PET radiopharmaceuticals.
Drug Screening and Criminal Background Checks

A critical part of health professions education involves learning experiences in hospitals and other health care facilities. Use of these facilities for instruction is essential, and students must be able to complete their assigned rotations. Many hospitals and health care facilities have policies requiring drug testing and/or criminal background checks for employees, students, and volunteers. Facilities that provide instruction to the UAMS College of Health Professions students may have, or may adopt in the future, drug testing and/or criminal background check policies. Some facilities provide that students who test positive for drugs, or who have certain types of information in their criminal background checks, are ineligible to work in that facility.

Because the use of these health care facilities is part of the curriculum and essential to health professions education, students should be prepared to comply with the policies and procedures at any facility where they engage in rotations or other learning experiences. Students may not request facility assignments in an effort to avoid criminal background checks or drug screening requirements. Students may not refuse to participate in educational activities at these facilities because they do not want to submit to drug testing and/or criminal background checks. Students who fail to attend assigned activities, or who are terminated from rotations in these facilities because they violate the drug testing or drug use policies of the facilities, or who are found to have objectionable information in their criminal background checks, will be unable to complete the college requirements for graduation and will be subject to dismissal from the College of Health Professions on academic grounds.

Students will be notified of all clinical affiliate requirements prior to and during the academic year.
PURPOSE
Smoking both from direct smoking as well as indirectly from inhaling the smoke from others who are smoking near-by, is a major cause of preventable disease and death. Further, individuals who smoke provide a role model that increases the likelihood that others around them will begin smoking and creates an environment that makes it more difficult for smokers around them who wish to quit to be successful in their quit attempts. The University of Arkansas for Medical Sciences (UAMS) is committed to promoting health, wellness, prevention and the treatment of diseases within the community as well as to providing a safe, clean and healthy environment for our patients, visitors, employees and students. UAMS serves as a model for our community in the area of promoting the good health of our staff and influencing public attitudes about smoking. It is, therefore, UAMS’s policy to provide a totally smoke-free work environment. UAMS is committed to providing helpful intervention strategies and treatment resources in addressing this issue and to offering programs to assist patients, students, current employees to reduce their dependence on tobacco products.

DEFINITIONS
Smoking – a lighted cigar, cigarette, pipe or other lighted smoking device carried by a person.

Employee – for the purpose of this policy, all UAMS employees while in UAMS facilities (leased or owned) or on the grounds of those facilities.

Students – for the purpose of this policy, any UAMS student attending any of the colleges on the UAMS grounds, leased or owned buildings.

PROCEDURES
1. Employees are prohibited from smoking on or in all UAMS designated buildings, owned or leased properties, UAMS owned or leased vehicles, and UAMS adjacent grounds, including parking lots and ramps.

2. Patients in the UAMS Medical Center are prohibited from smoking in accordance with the UAMS Medical Center Policy Manual Policy PS 1.09.

3. This policy applies to all persons, including employees, faculty, students, patients, visitors, contractors, subcontractors, and others in UAMS buildings and parking lots and ramps. Individuals located in buildings off-campus which are not owned by UAMS will abide by the smoking policy of the particular building in which they reside. Administrative personnel responsible for these areas may impose more restrictive policies if so desired.

4. Compliance with this non-smoking policy will be the responsibility of all administrators.
   - Lack of cooperation or repeated violations should be reported to the individual’s supervisor. The supervisor shall then attempt to resolve the problem.
   - Standard disciplinary procedures will be followed for compliance problems with employees. Violations will result in progressive disciplinary actions, including termination.
In the event the smoking violation involves a potential threat to health or safety (e.g. smoking where combustible supplies, flammable liquids, gasses or oxygen are used or stored) the UAMS Police maybe called for additional support.

UAMS Police shall be notified as the final resource to resolve problems arising with visitors during the enforcement of this policy.

5. Signs will be posted at each building’s entrances and displayed in prominent, visible areas thanking employees for not smoking in accordance with this policy.

6. Employees will be informed of the UAMS non-smoking policy during orientation. The Office of Human Resources will also inform employment candidates of the non-smoking policy during the application process.

7. Smoking materials will not be sold or dispensed within the UAMS campus. Employees may not smoke in their own or others’ vehicles when the vehicles are on UAMS property. NMIS students are required to follow clinical affiliates smoking policies.

Employees may not smoke in their own or others’ vehicles when the vehicles are on UAMS property.
FERPA Policy

FERPA and Distance Learning Courses

Protecting the privacy of student education records is more challenging in the distance learning environment than in the traditional classroom. Difficulties arise because distance learning courses include tools or components that may reveal students' identities to individuals who have no legitimate educational interests. Some problem areas for online courses are the sharing of student names and e-mail addresses with the instructor and other students within the course, posting of homework and assignments, and the lack of absolute privacy. Video-based and audio-based courses also raise FERPA concerns.

Directory Information

Online courses have interactive components that require students to "talk" to other students and the instructor. This interactivity is necessary for learning and is required for all online courses by the North Central Association of Colleges and Schools accrediting agency. A student's name, e-mail address, and phone number can be shared with the course instructor, the distance education support staff, and other students in the course if the student has not requested that directory information be withheld. If a student has requested that his/her name and e-mail address be withheld, the student must contact his/her Program Director for alternative accommodations.

Posting of Homework and Assignments

Some instructors require students to complete homework and assignments that are posted for viewing and comments by other students. This is a common activity in many traditional courses and is important in an online setting for prompting "discussion" and group responses. When the homework and assignments are graded, only the submitting student and the instructor will know the grade. Since documents posted by students are considered student records, students must complete a Distance Learning Release Form (DLRF) to participate in online courses. The release form obtains the students' consent for access to homework and assignments by other students enrolled in the course and by individuals with legitimate educational interest. If a student is not willing to share his/her work, the student must contact his/her Program Director immediately.

Notification of Lack of Absolute Privacy

Although every effort is made to secure network communications, UAMS cannot ensure the privacy of online communications. It has been said that browsing the net or sending e-mail is much like the old party line phone systems---people can listen if they choose to do so.

- Students using on-campus computers for Internet activities may be monitored by the UAMS staff responsible for the network and online courses.
- For courses using "chat rooms", what is "said" in them will be recorded or logged, and instructors and/or college staff will review these log files as needed. Additionally, the instructor may want to use some of the conversation in a general class posting.
- The UAMS staff responsible for the network and online courses may monitor messages posted to classroom conference area and/or sent to the campus e-mail system.

The lack of absolute privacy of online communications is described for students on the Distance Learning Release Form (DLRF).
Video-based and audio-based courses

Since certain aspects of student participation in video-based and audio-based courses may constitute an educational record, students must complete the Distance Learning Release Form (DLRF) to participate in these courses as well. The release form obtains the students' consent for access to class projects and assignments by other students enrolled in the course, by individuals with legitimate educational interests, and by students who will be using the taped or recorded course materials in the future. If a student is not willing to complete the release form, the student must contact his/her Program Director immediately.
Patient Privacy and Confidentiality (HIPAA)

UAMS is committed to protecting the privacy of our patients' information. While privacy and confidentiality have always been a priority for health care providers, it has heightened importance in this era of electronic information due to the increased speed of information flow and the risks associated with protecting this information.

The standards for protecting patient health information are described in the federal law known as the Health Insurance Portability and Accountability Act (HIPAA). HIPAA limits access to medical records to authorized individuals and for specific purposes. It is not possible to summarize HIPAA here; however, you will have received HIPAA training prior to being granted access to patient information. Additional information and training on HIPAA, including UAMS HIPAA policies, are available on the HIPAA Office webpage at http://hipaa.uams.edu/

Please keep in mind that there are sanctions for inappropriate access to patient records. These include criminal penalties of up to one (1) year imprisonment and a $50,000 fine; as well as, disciplinary action up to and including dismissal from your program.

If you have any questions pertaining to HIPAA, you may direct them to the UAMS HIPAA office at 501-603-1379.

CHP Policies

COPYRIGHT POLICY - The materials used in this course may include copyright protected materials provided for the personal educational use of the enrolled students and may not be further redistributed.

INTELLECTUAL PROPERTY POLICY - Lecture, lab and other presentations are the intellectual property of the faculty and faculty must give their written permission for their lecture, lab, and other presentations to be recorded. Recorded lectures/labs/presentations may only be posted on websites or other locations approved by the College of Health Professions and are provided for the personal educational use of students enrolled in the course. Students are prohibited from providing or distributing any course materials in any manner – print, electronic, or any other media – or providing links to any course materials to anyone outside of their UAMS classes. Failure to abide by this policy may result in disciplinary action including dismissal.

Failure to abide by this policy may constitute a copyright infringement which may have the following legal consequences:

Summary of Civil and Criminal Penalties for Violating Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, see the web site of the U.S. Copyright Office at www.copyright.gov, and especially their FAQs at www.copyright.gov/help/faq

Title IX - The University of Arkansas for Medical Sciences (UAMS) does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the
Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by UAMS (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

The UAMS Title IX Coordinator can be contacted at (501) 526-5641. She is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the university’s complaint process, including the investigation process; how confidentiality is handled; available resources (both on and off campus); and other related matters. You may also contact the UAMS Police Department, 501-686-7777 (non-emergency) or 911 (emergency). If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.

The United States Department of Education’s Office of Civil Rights (“OCR”) is responsible for enforcing Title IX, as well as other federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial aid. Inquiries and complaints may also be directed to OCR at 1-800-421-3481 or ocr@ed.gov

DISABILITY SUPPORT – UAMS is committed to providing equal access to learning opportunities to students with disabilities. To ensure access to any class or program, please contact the ADA Coordinator to engage in a confidential conversation about the process for requesting accommodations in the classroom and clinical settings. Accommodations are not applied retroactively. Students are encouraged to register with the ADA Coordinator’s office as soon as they begin their program or as soon as the student recognizes their need for an adjustment.

UAMS encourages students to access all resources available through the ADA Office for consistent support and access to their programs. More information can be found online at http://students.uams.edu/ada-disability-services/ or by contacting the disability services office at (501) 526-5641.

Scholastic Misconduct and Plagiarism

Scholastic misconduct applies to circumstances and events related to the student’s education program, including scholastic dishonesty and professional conduct or judgment. This includes, but is not limited to, plagiarism, giving or receiving any form of aid on quizzes or examinations that is not expressly permitted by the instructor, or falsification of documents, experimental results, or research data. Sanction(s) may include, but are not limited to, a failing grade on the test/assignment, failing grade for the course, probation, suspension or dismissal from the college. Policies and procedures for scholastic dishonesty or other non-academic disciplinary matters are addressed in procedures and regulations in the Student Conduct and Discipline Policy located in the CHP Catalog.

The College of Health Professions subscribes to a Web-based plagiarism detection and prevention system that is used by colleges and universities nationwide. The system works by scanning the submitted document and matching the document against databases of texts, journals, and Web and other electronic sources including websites that sell or distribute pre-written essays and/or term papers. As your course instructor, I am informing you via this syllabus that I reserve the right, at my discretion, to use this plagiarism detection system for this course by submitting students' written work to the system for the purpose of determining if a document has been plagiarized.

Note: All work submitted for this course is required to be original work developed for class assignments and should not have been submitted for assignments made as part of previous and/or concurrent courses without the instructors’ prior knowledge and approval; to do otherwise constitutes academic dishonesty and will be addressed as such in this course.

Patient Privacy and Confidentiality
UAMS is committed to protecting the privacy of our patients’ information. While privacy and confidentiality have always been a priority for health care providers, it has heightened importance in this era of electronic information due to the increased speed of information flow and the risks associated with protecting this information.

The standards for protecting patient health information are described in the federal law known as the Health Insurance Portability and Accountability Act (HIPAA). HIPAA limits access to medical records to authorized individuals and for specific purposes. It is not possible to summarize HIPAA here; however, you will have received HIPAA training prior to being granted access to patient information. Additional information and training on HIPAA, including UAMS HIPAA policies, are available on the HIPAA Office webpage at http://hipaa.uams.edu/

Please keep in mind that there are sanctions for inappropriate access to patient records. These include criminal penalties of up to one (1) year imprisonment and a $50,000 fine; as well as, disciplinary action up to and including dismissal from your program.

If you have any questions pertaining to HIPAA, you may direct them to the UAMS HIPAA office at 501-603-1379.

Computer Usage:
The NMIS division at UAMS has computers available for use while the student is on campus as well as students having access to computers in the UAMS library. As a student at UAMS, students will adhere to UAMS policies regarding “Access to Internet” (UAMS Administrative Guide Policy 7.2.11) and “E-Mail and Access Usage” (UAMS Administrative Guide Policy 7.1.12). These policies may be found at: http://www.uams.edu/adminguide/

The student must have a computer that has Internet connectivity with a Web browser that is compatible with the current learning management system.

Students will also need an integrated headset and microphone and speakers for discussions with the instructor and other students during synchronous course discussions and during conference calls with the NMIS faculty and other students.

E-mail Policy:
Students enrolled at UAMS receive a @uams.edu e-mail account. The NMIS division will use this e-mail account once it has been established for all official communication from the university to the student and require the student to use this account for all official communication from the student to the university. The use of non-UAMS e-mail accounts for communication is not allowed. Students may access their UAMS e-mail account via webmail at webmail.uams.edu, or may set up an e-mail client to automatically receive their e-mail on, as well as their mobile devices. Students with questions regarding e-mail setup should contact the UAMS IT department at 501-686-8555.

Student Transportation, Parking and Clinic Rotation Hours:
Travel and additional expense that incur during the clinical rotation is the responsibility of the student.

Parking charges at UAMS and at a clinical affiliate will be the responsibility of the student.

When on campus at UAMS, all students are required to park at War Memorial stadium parking lot or at Ray Winder parking lot and ride the UAMS shuttle bus to campus. Parking and shuttle information may be found here: http://uams.edu/parking/ Students who park illegally will be responsible for any fines and/or towing charges that are incurred while on campus.

When students are at their clinical affiliates, students should adhere to the parking policy for that facility. Students should check with their affiliates to determine where parking is appropriate
during their assigned hours and if necessary off hours. Students who park illegally will be responsible for any fines and/or towing charged that are incurred while on any affiliates property.

**Examination Protocol and Grading Scales:**
Examination protocols and grading scales will be found in the syllabus for each NMIS class. Students may contact the NMIS program director at any time to inquire about specific examination policies and/or grading scales for each class. The NMIS program director will then discuss with the student the specifics of each class on a case by case basis.

**Student Behavior and Dress:**
NMIS students are expected to portray a professional appearance and stand out.

**Requesting Extra Clinic Time:**
The NMIS program is designed to operate in the same fashion as a normal working technologist would work. This would include calling in when sick for work, requesting days off for vacation, and unexpected days. Students are given an accrued time (PIG) bank in which they may store up to an additional forty (40) hours of comp time that can be used at any time in accordance with the attendance policy. Students who wish to request to work extra time in order to build up these extra hours must do so in writing by requesting the specific day and times in writing to the NMIS clinical coordinator. Approval of the clinical coordinator at the clinical site must be obtained prior to requesting extra clinical time from the clinical coordinator. The clinical coordinator will document the student’s clinical times and this will be the final document if discrepancies are thought to occur.
UAMS - College of Health Professions
Distance Learning Release Form

Posting of Homework - Some instructors require students to complete assignments that are posted for other students to view and on which they may comment. This is a common activity in many traditional courses, and it is important in an online setting for prompting "discussion" and other group interaction. Documents posted by students may be considered student records as defined by the Family Educational Rights and Privacy Act (FERPA) and cannot be released without students' consent. By signing below, you are agreeing to allow access to your class projects and assignments by other students enrolled in the course and by individuals with legitimate educational interests.

______________________________  ______________________________
Print Name                                           Department

______________________________  ______________________________
Signature                                          Date

If you are not willing for your student records to be accessed in this way, you must contact your department chairman to arrange for alternative accommodation.

Notification of Lack of Absolute Privacy - Although every effort is made to secure network communications, UAMS cannot ensure the privacy of online communications. It has been said that browsing the net or sending e-mail is much like the party line phone systems—people can listen if they want to do so.

- Students using on-campus computers for Internet activities may be monitored by UAMS staff responsible for the network and online courses.
- For courses using "chat rooms", what is "said" in them will be recorded or logged and instructors and/or college staff will review these log files as needed. Additionally, the instructor may want to use some of the conversation in a general class posting.
- UAMS staff responsible for the network and online courses may monitor messages posted to classroom conference areas and/or sent to the campus e-mail system.

Please check one of the following as your response:

☐ Yes, I understand that there is a lack of electronic privacy when using the college's computer systems.

☐ No, I don't understand the information on electronic privacy.

Video-based and audio-based courses - Certain aspects of student participation in video-based and audio-based courses may constitute educational records. Since recordings and/or tapings of students may be considered educational records as defined by FERPA, they cannot be released without students' consent. By signing below, you are agreeing to allow access to your class projects and assignments by other students enrolled in the course, by individuals with legitimate educational interests, and by students who will be using the taped or recorded course materials in the future.

______________________________  ______________________________
Signature                                          Date

If you are not willing to allow your student records to be accessed, you must contact your department chairman immediately.
REASONABLE LIMITATIONS ON FERPA POLICY

FERPA POLICY FORM NO. 5
UNIVERSITY OF ARKANSAS

(Campus)

REFUSAL TO CONSENT TO DISCLOSURE OF DIRECTORY INFORMATION

TO: Registrar

DATE: ______________________________

I, the undersigned student enrolled at the University of Arkansas, direct that the University may not release the following information about me, which is classified as directory information, without my consent:

- Name
- Religious preference
- Address
- Participation in recognized activities and sports
- Telephone Number
- Weight and height (For members of athletic teams only)
- Date and Place of birth
- Classification by Year
- Participation in recognized activities and sports
- Nationality
- Marital status
- Number of hours completed
- Spouse's name and address
- Dates of attendance at University
- Major field of study
- Parents' names and address
- My photograph
- Name of most recent educational institution I previously attended
- Scholarships, honors, degrees, and awards received
- Number of hours enrolled

______________________________
(Name of student)

______________________________
(Address)

______________________________
(Telephone number)
Certification

Graduates of the baccalaureate degree program in Nuclear Medicine Imaging Science are academically qualified to sit for the Nuclear Medicine Technologist Certification Board (NMTCB) and with additional clinical requirements, the American Registry of Radiologic Technologists (ARRT). Students must have successfully completed all degree requirements to be eligible to sit for the certification exams. The ARRT has additional clinical requirements that must be fulfilled in order to be eligible for the exam. Details of these requirements may be found in the Clinical Handbook.

In preparation for the national certification examinations, students are required to:

- Achieve a passing grade (80%) on the Fall Comprehensive Examination and the Spring Comprehensive Examination and any required Oral Examinations.
- Achieve a passing grade (80%) on the Radiopharmacy and Health Physics/Instrumentation Oral Examinations.
- Achieve a passing grade (75%) on the Final Comprehensive Examination.

These Comprehensive Examinations and Oral Examinations are administered during the summer semester at approximately three week intervals. The grades for these Comprehensive Examinations are part of the Clinical Internship III course. In order to pass the Clinical Internship III course, students must achieve a passing score on each of the Comprehensive Examinations and/or Oral Examinations.

Students who are unsuccessful on the first attempt of the Final Comprehensive Examination will be given remedial work and may retake the Final Comprehensive Examination one more time. Two failures of the Final Comprehensive Examination will result in the student being required to take an additional remediation semester (Clinical Internship IV). Students enrolled in Clinical Internship IV will be required to repeat the Fall Comprehensive Examination, the Spring Comprehensive Examination, the Radiopharmacy Oral and the Health Physics/Instrumentation Oral. Students enrolled in Clinical Internship IV must also retake the Final Comprehensive Examinations in accordance with the policy set out in the Student Clinical Handbook, Syllabus IV. Policies governing these Comprehensive Examinations are outlined in the Student Clinical Handbook.

Applications for either or both certification examinations will be distributed to students prior to the end of the spring semester. Students will not be permitted to take either certification examination until all requirements for graduation are complete.

**Student technologist registry review and mock examination:** Students are strongly encouraged to attend one of these registry review sessions. In preparation for the Comprehensive Examinations and/or Oral Examinations and for both of the national certification examinations, registry review sessions have been scheduled in conjunction with the SNMMI National Meeting and the Southwestern Chapter meeting of the SNMMI.
**Professional Organizations**

The Society of Nuclear Medicine and Molecular Imaging (SNMMI) (formally known as the Society of Nuclear Medicine) is the professional organization for physicians, technologists, chemists, physicists, pharmacists, and others who work in or have an interest in the use of radioisotopes for diagnostic, therapeutic, and research purposes.

An affiliated organization is the Technologist Section, which specifically addresses the concerns of nuclear medicine technologists.

Although the SNMMI is an international organization, there are regional and state chapters. Arkansas belongs to the Southwestern Chapter along with Louisiana, New Mexico, Oklahoma, and Texas. Local, state and chapter meetings provide an opportunity for technologists to receive continuing education credits as well as a place to meet other technologists throughout the area.

Students are encouraged to begin their careers as nuclear medicine technologists by becoming involved in their professional organizations as student affiliates. The SNMMI allows students to join in their last year of school at no cost. You will be automatically enrolled in the SNMMI at fall registration and should receive membership information from them shortly thereafter.

One of the advantages of joining as a student is the requirement of outside activities for the clinical internship courses. Completing the continuing education quizzes online as a member of the SNMMI is one way to earn credit for the activities. This is also a good way of preparing you for the eventuality of taking continuing education courses as part of your licensure requirements once you have graduated.
Employment Applications
Students should be aware that places of employment conduct a drug screening and a criminal background check prior to employment. In addition, both certifying examination boards will require candidates to indicate whether they have been convicted of a felony or have any ethics violations pending. For more information regarding the rules and regulations of either exam board, you may visit their web site at www.nmtcb.org or www.arrt.org.
2018- 2019 Important Events Schedule

FALL SEMESTER 2018 SCHEDULE
Students Arrive Little Rock 12 August
Orientation Week 1 13 - 17 August
Orientation Week 2 (Home) 20 - 24 August
Labor Day Holiday 3 September
Columbus Day NOT A HOLIDAY* 8 October
Veterans' Day Holiday 12 November (observed)
Thanksgiving Holiday 22 - 23 November
Break 17 December - 4 January

SPRING SEMESTER 2019 SCHEDULE
First Day 7 January
Martin Luther King Holiday 21 January
President's Day Holiday 18 February
Mardi Gras NOT A HOLIDAY* 5 March
Southwestern Chapter Meeting 21 - 24 March
Arlington, Texas - Registry Review
Spring Break 1 – 5 April
Good Friday NOT A HOLIDAY* 19 April
CHP Graduation Brunch 17 May
UAMS Commencement 18 May
Break 20 - 24 May

SUMMER SEMESTER 2019 SCHEDULE
Memorial Day Holiday 27 May
Summer First Day 28 May
SNMMI Annual Meeting
Anaheim, CA - Registry Review 22 - 26 June
Independence Day Holiday 4 July
Last Day 29 July

*If a clinical location is closed on Columbus Day, Mardi Gras, Good Friday or any other day not recognized as a UAMS Holiday, you must use your PIG hours, floating day or make arrangements to work at another clinical location. Please plan ahead.
2018 - 2019 Academic Schedule

FALL 2018 SCHEDULE
Arrive Little Rock 12 August
Orientation in Little Rock 13 – 17 August
Orientation at Home 20 – 24 August
Block 1 Starts 27 August
Fall Clinical rotations start 28 August
Block 1 Ends - Examination 26 September
Block 2 Starts 1 October
Block 2 Ends - Examination 31 October
Block 3 Starts 5 November
Fall Clinical rotations end 30 November
Block 3 Ends - Examination 5 December
Make-up time 6 - 14 December
Finals week/Make-up time 10 - 14 December
Last day of semester 21 December

SPRING 2019 SCHEDULE
Block 4 Starts 7 January
Spring Clinical rotations start 8 January
Block 4 Ends – Examination 6 February
Block 5 Starts 11 February
Block 5 Ends – Examination 13 March
Block 6 Class Starts 25 March
Spring Break 1 – 5 April
Spring Clinical rotations end 26 April
Block 6 Ends - Examination 1 May
Finals week/Make-up time 6 - 10 May
Last day of semester 10 May
CHP Graduation Brunch 17 May
UAMS Commencement 18 May

SUMMER 2019 SCHEDULE
Summer Clinical rotations start 28 May
Block 7 Begins 28 May
Block 7 Ends 14 June
Fall Competency Semester Examination 17 June
Block 8 Begins 17 June
Block 8 Ends 5 July
Spring Semester Competency Examination 8 July
Block 9 Begins 8 July
Block 9 Ends 26 July
Summer Clinical rotations end 26 July
Comprehensive Final Examination 29 July
Make-up time 30 July - August 2
Last day of semester 2 August
Program Faculty and Staff

Nuclear Medicine Imaging Science

Mailing address: 4301 W. Markham, Mail Slot #714
Little Rock, AR 72205

Physical location: 300 Hooper Drive
CHP Building 5, Room 5-115
Little Rock, AR 72205

Program Phone: (501) 686-6848
Toll Free: (888) 793-1886
Fax: (501) 526-7975

Cell phone numbers are for EMERGENCY use only

Program Director/Faculty
Arthur Maune, MA, CNMT
Office Phone: (501) 603-1530
E-mail: maunearthur@uams.edu
Cell Phone: (501) 352-0903

Clinical Coordinator/Faculty
Arthur Maune, MA, CNMT
Office Phone: (501) 603-1530
E-mail: maunearthur@uams.edu
Cell Phone: (501) 352-0903

Faculty
Shannon Youngblood-Toler, MSRS, CNMT
Office Phone: use Tammy's number for contact during daytime hours
E-mail: SYoungbloodtoler@uams.edu
Cell phone: use Art’s cell phone number for emergencies

Adjunct Faculty
Summer Khairi, CNMT
Office Phone: use Tammy's number for contact during daytime hours
E-mail: SAKhairi@uams.edu
Cell phone: use Art’s cell phone number for emergencies

NMIS Administrative Support Staff
Tammy Brooks
E-mail: tlbrooks@uams.edu

Medical Director
James McDonald, MD
Instructional Faculty

Art Maune, MEd, CNMT

Introduction to Nuclear Medicine, Clinical Procedures I and II, Radiopharmacy I and II, Clinical Internship I, Clinical Internship II, Clinical Internship III

Shannon Youngblood-Toler, MSRS, CNMT (Adjunct faculty)

Introduction to Nuclear Medicine, Nuclear Physics, Health Physics, Instrumentation I and II, Legal and Ethical Issues for Allied Health Professionals, Health Care Management Issues for Allied Health Professionals, CT Physics and Instrumentation

Summer Khairi, BS, CNMT

Introduction to Nuclear Medicine, Journal Review and Research Methods, Radiation Biology
Clinical Faculty

**Baton Rouge**

Baton Rouge General Medical Center (Blue Bonnet)
Scott Acosta, CNMT (225) 763-4346
Cardinal Health Nuclear Pharmacy Services
Christine Lejeune, PharmD. (225) 753-2728
Cardiovascular Institute of the South
Chris Ankeny, CNMT (225) 308-0247
Our Lady of the Lakes Regional Medical Center
Mary Kieu, CNMT (225) 765-8995
Moran Imaging at OLOL PET
Doug Naden, BS, RT(R)(N)(PET) (225) 215-1264
North Oaks Medical Center
Glenn Allen, CNMT (985) 230-1140

**Dallas**

Cardinal Health Nuclear Pharmacy Services
Andy Kong, PharmD. (214) 630-5080
Cardiology Consultants of Texas
Amber Greider, CNMT (469) 800-7464
Children’s Medical Center of Dallas
Jewels Willingham, CNMT (214) 456-2815
UT Southwestern: PET
Brooke Pipes, CNMT (214) 645-6465
Clinical Ancillary Services Clinic (St. Paul)
Brooke Pipes, CNMT (214) 645-5129
VA North Texas Medical Center
Bernard Kamara, CNMT (214) 857-0130

**Jonesboro**

Red River Pharmacy
Daniel Irwin, PharmD. (870) 336-2195
St. Bernards Hospital
Shawnda Krupucki, CNMT (870) 207-4119

**Little Rock**

Arkansas Childrens Hospital
Allen Kinsey, CNMT (501) 364-1180
Cardinal Health Nuclear Pharmacy Services
Kevin Hughes, PharmD. (501) 225-2626
CHI St. Vincent Infirmary Medical Center
Jen Hose, CNMT (501) 552-2192
CHI St. Vincent Heart Clinic Arkansas
Beth Russell, CNMT (501) 224-6141
Jefferson Regional Medical Center
Jennifer Loftis, CNMT (870) 541-7488
John L McClellan Veterans Hospital
Jon Irons, CNMT (501) 257-6381
University of Arkansas for Medical Sciences and PET
Summer Khairi, CNMT (501) 686-6661
Northwest Arkansas

Cardinal Health Nuclear Pharmacy Services (Springdale)
Brian Parker, Pharm D. (479) 751-7177
Cardinal Health Nuclear Pharmacy Services (Fort Smith)
Mark Wear, Pharm D. (479) 751-7177
Highland Oncology Group
Erin Auld, CNMT (479) 695-4139
Mercy Hospital of Northwest Arkansas (Rogers)
India Hankins, CNMT (479) 636-0200 x2765
Sparks Health System
Wendy Mullens, CNMT (479) 441-5162
Washington Regional Medical Center
Derek Habetz, CNMT (479) 463-5434

Texarkana

Christus St. Michael Health System
Wayne East, CNMT (903) 614-2955
Red River Pharmacy Services
David Boudreaux, PharmD. (903) 792-7435
Texarkana Cardiology Associates
Angie Andrews, CNMT (903) 838-5500
Texarkana PET Imaging Institute
Andee Odom, CNMT (903) 794-1994

Tulsa

Cardinal Health NPS
Phil Douglass, PharmD. (918) 459-3737
St. Francis Hospital
L. Renee Williams, CNMT (918) 494-5501
St. Johns Health System – Tulsa
Robbie Moeller, CNMT (918) 744-2170
John Geyer, CNMT (918) 744-2828

Tyler

Longview Medical Center
Sheila Clark (903) 232-3808
University of Texas Health Center – Tyler
Marcos Jiminez, CNMT (903) 535-6406
Paul Oster, CNMT
University of Texas Health Center – Northeast
Casandra Hummell, CNMT (903) 877-7109

NuTech Pharmacy Services
James Burden, PharmD. (903) 592-8115
Bryan Brady, PharmD.
University of Texas Health Center PET – Tyler
Marcos Jiminez, CNMT (903) 535-6406
Paul Oster, CNMT
CPR Requirements

All students are required to be certified in basic cardiopulmonary resuscitation (CPR) (American Heart Association) by August 15, 2018.

Proof of CPR certification consists of a legible copy of the front and back of the CPR card and must be presented before or during the first week of orientation for the Fall semester 2018.

In extenuating circumstances, the deadline may be extended to August 26, 2018. Students who do not have a current CPR card will not be permitted to attend the clinical portion of the NMIS program.

Students having current CPR certification must be sure their CPR certification does not expire before August 10, 2019.

Students whose CPR card expires while enrolled in the program must update their CPR certification prior to the end date on their CPR card.

Students who do not have a current CPR card will not be permitted to attend the clinical portion of the NMIS program.
Student Honors

1. Graduation with honors: The UAMS campus will bestow honors at graduation to those students who achieve at least a 3.5 cumulative GPA. Students who achieve a 3.7 cumulative average are awarded high honors.

2. Faculty Gold Key: This honor is considered to be among the most prestigious of those offered within the College and at UAMS. The Faculty Gold Key is awarded to the outstanding student at the discretion of each department. To be eligible for the award, students must have achieved a cumulative GPA of at least a 3.0. The award is selected by all classroom and clinical faculty.
Class Officers

Class officers for the 2018 - 2019 academic year will be selected during the first week of orientation during the Fall semester 2018.

The class offices to be voted on are as follows:

**Class President**: one representative for the entire class

and

**Student Government Representative**: This will be a Little Rock student who will be the Student Council and Student Government representative. This student may also serve on the UAMS Grievance Committee as needed. The student receiving the second highest number of votes will be the alternate representative.