

**DIVISION
OF
NUCLEAR MEDICINE
IMAGING SCIENCES**



**STUDENT
HANDBOOK
2023 - 2024**

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PROGRAM INFORMATION

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). The Program was initially accredited in 1987. Since that date, the Program has been reviewed and accredited several times. In October 2019, the Program received a full 7 year accreditation.

The JRCNMT contact information is:

Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)
820 W Danforth Rd, #B1
Edmond, OK 73003

Phone: (405) 285-0546, Fax: (405) 285-0579
E-mail: mail@jrcnmt.org

Essentials and guidelines for Nuclear Medicine Technology programs may be found on their website at www.jrcnmt.org.

The Profession – from the NMT Scope of Practice and Performance Standards (2020)

Nuclear medicine is a medical technology that utilizes sealed and unsealed radioactive materials for diagnostic, treatment, and research purposes. Nuclear medicine instrumentation may be combined with, computed tomography (CT), magnetic resonance imaging (MRI), or other modalities to produce three-dimensional images with or without adjunctive and other imaging medications to enhance the evaluation of physiological processes at a molecular level.

Under the supervision of an authorized user, the nuclear medicine technologist is responsible for the safe use of ionizing and nonionizing radiation and molecular imaging for diagnostic, therapeutic, and research purposes. The technologist will review the patient's medical history to understand the patient's illness, medical issue, and pending diagnostic or treatment procedure; instruct the patient before, during, and following the procedure; evaluate the satisfactory preparation of the patient before beginning a procedure; and recognize emergency patient conditions and initiate lifesaving first aid when appropriate.

Administrative functions may include supervising other technologists, students, and other personnel; participating in procuring supplies and equipment; documenting laboratory operations; participating in radiation safety protocols and taking an active role in radiation reduction programs; participating in departmental inspections conducted by various licensing, regulatory, and accrediting agencies; participating in departmental quality assurance or quality improvement projects; and participating in scheduling patient procedures.

A certified nuclear medicine technologist is an individual who is registered or certified by the Nuclear Medicine Technology Certification Board (NMTCB), the American Registry of Radiologic Technologists (ARRT), Canadian Association of Medical Radiation

Technologists (CAMRT), and/or any other certification board accepted by your state or institution. A certified nuclear medicine technologist is qualified to perform general nuclear medicine procedures, nuclear medicine therapy, nuclear cardiology procedures, nuclear breast procedures, positron emission tomography (PET) procedures, and CT attenuation correction and localization, and administer radioactive, adjunctive, and imaging medication at entry level. An advanced certification in CT through the NMTCB, ARRT, CAMRT, and/or any other certification board accepted by your state or institution qualifies a certified nuclear medicine technologist to perform diagnostic CT. A certified nuclear medicine technologist is qualified to perform PET/MR with training and education in MR.

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.

Education

Nuclear Medicine Technologists may complete an accredited one- or two- year certificate program, a two-year associate's degree, bachelor's degree or Master's Degree. Didactic courses include but are not limited to the physical sciences, biological effects of radiation exposure, radiation protection, radiation procedures, CT anatomy and physics, the use of radiopharmaceuticals, adjunctive medications, imaging medication, imaging techniques, and computer applications. A structured clinical education component provides experience in the clinical environment. Clinical education is designed to meet the requirements of the certification exams. Graduates of accredited programs are eligible to sit for certification examinations offered by the NMTCB, ARRT, CAMRT and/or any other certification board accepted by your state or institution. The Joint Review Committee on Education Programs in Nuclear Medicine Technology accredits training programs in nuclear medicine technology.

Licensure

Requirements for licensure of all imaging technologists vary from state to state, so it is important that technologists check the requirements of the state in which they plan to work.

Certification

Certification is available from the NMTCB, ARRT, CAMRT and/or any other certification board accepted by your state or institution.

Continuing Education

In addition to the general certification requirements, certified technologists also must complete a certain number of continuing education hours to maintain certification. Continuing education is required because of the frequent technological and radiopharmaceutical innovations.

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:

80 credit hours are required for admission to the UAMS NMIS program.

47 credit hours of which are required General Education and Math and Science courses. With assistance of the student's academic advisor, it is recommended to ensure that the 33 elective hours are part of the students 35 Lower Division core or State required electives and meet the requirements for graduation with a specific degree at the college or university.

Math and Science electives should include advanced course work in Biology, Microbiology, Chemistry, Physics, and College Algebra or higher and may include introductory course work in Statistics and Computer Sciences.

General education elective courses can come from the following subjects: English, Social Science, Humanities, Fine Arts, Liberal Arts, Business, Communication, Foreign Language, Health and Behavioral Science.

Only one activity course (physical education, applied music, applied art, religion, etc) will be accepted for transfer.

All required courses must be completed from a regionally accredited post-secondary academic institution and must fulfill all College requirements regarding acceptance of transfer credit.

Pre-professional Required Coursework

| <u>Area/ Typical Course Title</u> | <u>Minimum SC hours</u> |
|---|------------------------------------|
| Math & Science | |
| *Human Anatomy & Physiology (with lab) | 8 |
| General Physics (with lab) | 4 |
| Chemistry I (with lab) | 4 |
| College Algebra | 3 |
| Biological Sciences (with lab) OR /Microbiology (with lab) | 4 |
| <hr/> | |
| Communications Speech | 3 |
| <hr/> | |
| English | |
| English Composition I | 3 |
| English Composition II | 3 |
| <hr/> | |
| History | |
| American History or Government | 3 |
| <hr/> | |
| Fine Arts | 3 |
| Art/Music/Theatre | |
| <hr/> | |
| Social Sciences | 6 |
| Psychology, Sociology, Anthropology, Geography, or Economics | |
| <hr/> | |
| Humanities | 3 |
| Philosophy, Political Science, Literature, or Humanities | |
| <hr/> | |
| Total Core Hours | 47 |
| <hr/> | |
| Electives | 33 |
| <hr/> | |
| Total Hours | 80 |

Note:

*Human anatomy/physiology must include the entire body system.

Professional Curriculum

Bachelor of Sciences in Nuclear Medicine Imaging Sciences

The following 40 credits are required in the Bachelor of Science degree program.

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

NMIS students must complete Interprofessional Education (IPE) requirements as required by UAMS in order to meet CHP graduation requirements.

The current IPE requirements for NMIS students include completing 4 of the 7 phases of IPE. These will be scheduled during Orientation week and the Fall semester.

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.

- NMIS 4225 RADIOPHARMACY II**
Radiopharmaceutical preparation for diagnostic use to include quality control. Chemical, physical, and biological properties of radiopharmaceuticals will be examined.
Prerequisite: NMIS 4115
- CHP 3101 LEGAL & ETHICAL ISSUES FOR ALLIED HEALTH PROFESSIONALS**
Problems related to management and ethics commonly seen in the professional work place.
- CHP 3102 HEALTH CARE MANAGEMENT ISSUES FOR ALLIED HEALTH PROFESSIONALS**
Problems related to ethical dilemmas in health care as commonly seen in the professional workplace.
- NMIS 4517 CLINICAL INTERNSHIP I**
Practical application of coursework presented in the classroom. Students are assigned educational experiences in clinical imaging and radiopharmaceutical preparation.
- NMIS 4524 CLINICAL INTERNSHIP II**
Continuation of clinical application. *Prerequisite:* NMIS 4517
- NMIS 4431 CLINICAL INTERNSHIP III**
Continuation of clinical application. *Prerequisite:* NMIS 4524
- NMIS 4242 CT PHYSICS AND INSTRUMENTATION**
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.

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. As a student, you are responsible for your own education. Clinical sites are required to complete a Performance Evaluation for the NMIS Program. Students should be aware that the clinical sites are also observing and evaluating you for possible hiring in the future. You will be on a 12 month interview with the clinical sites.

UAMS students are responsible for completing all clinical rotation 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 affiliate education supervisor (AES) has been chosen by UAMS and approved by the Joint Review Committee on Education in Nuclear Medicine Technology. The AES 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 internships, in order to satisfy degree requirements. The rotations include clinical activities in a radiopharmacy and in multiple varied clinical imaging settings.

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
- Clinical Ancillary Services Clinic
- UT Southwestern Medical Center - PET
- VA North Texas Healthcare System

Jonesboro/Batesville

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
- White River Medical Center – Batesville
- NEA Baptist Memorial Hospital

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
- Conway Regional Medical Center
- Jefferson Regional Medical Center (Pine Bluff)
- John L McClellan Veterans Hospital
- St. Vincent Infirmiry 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

The clinical imaging rotations will be at

- Highland Oncology PET (Springdale)
- Mercy Hospital (Rogers)
- Washington Regional Medical Center
- Baptist Health – Fort Smith
- Mercy Hospital – Fort Smith

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)

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
- University of Texas Health System PET – Tyler
- University of Texas Health System – North Tyler
- University of Texas Health System- Cardiology
- Christus Mother Frances Hospital

Shreveport

The radiopharmacy rotation will be at

- Cardinal Health Nuclear Pharmacy Services

The clinical imaging rotations will be at

- Overton Brooks VA Medical Center (Department, PET)
- Oshner-LSU Health

Omaha

The radiopharmacy rotation will be at

- Cardinal Health Nuclear Pharmacy Services

The clinical imaging rotations will be at

- Nebraska Medical Center-Omaha (Department, PET)
- Nebraska Medical Center-Bellevue

Baton Rouge

The radiopharmacy rotation will be at

- Cardinal Health Nuclear Pharmacy Services

The clinical imaging rotations will be at

- Ochsner Medical Center (Department, PET)
- Ochsner Medical Center-The Grove

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 AES 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. non-UAMS holiday, 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, or the student may use acquired PIG hours or use their floating day. With approval of the Clinical Coordinator or Program Director AND a clinical site AES, the student may be reassigned to a clinical site they have previously been assigned to in order to not have to use PIG hours or 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 each clinical rotation period.

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.

Students who accept employment situations in a Nuclear Medicine, Radiology, CT or MRI capacity while enrolled in the division may do so during hours in which the student is not engaged in assigned educational activities. During work assignments, students may not wear the approved student identification badge, and may not wear the student radiation dosimeter. Students working in an affiliated clinical education site may not supervise other students. Students are advised that their work schedule may not interfere with their classroom or clinical performance or activities.

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 of “C” or above 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:

| | | | | |
|---|---|-----------|---|------|
| A | = | 93% | - | 100% |
| B | = | 85% | - | 92% |
| C | = | 77% | - | 84% |
| D | = | 70% | - | 76% |
| F | = | Less than | | 70% |

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

4. All clinical internship coursework is graded on a “Satisfactory”/“Unsatisfactory” basis. The AES will 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 NMIS Program coursework.
 - ✓ Successful completion of all NMIS required clinical internship requirements.
 - ✓ Achieving a passing grade (80%) on the Fall Comprehensive Examination and any required Oral Examinations.
 - ✓ Achieve a passing grade (80%) on the Spring Comprehensive Examination and any required Oral Examinations.
 - ✓ Achieving a passing grade (80%) on the Radiopharmacy Oral Examination.
 - ✓ Achieving a passing grade (80%) on the Health Physics/Instrumentation Oral Examination.
 - ✓ 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 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.

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.

POLICIES AND PROCEDURES

Non-Discrimination Policy

Title IX, Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Sexual Violence, Stalking, Gender-Based Harassment and Retaliation Policy (Administrative Guide 3.1.48)

UAMS is committed to providing an environment that emphasizes the dignity and worth of every member of its community. Members of the UAMS community have the right to an environment free of sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, genderbased harassment and retaliation, and this behavior will not be tolerated. This right is protected by Title VII of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972 Act, the Clery Act, the SaVE Act, and the Violence Against Women Act. No person at UAMS will be subjected to sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, genderbased harassment or retaliation under any employment, academic, educational, extracurricular, or other program of UAMS, whether these programs take place in UAMS facilities, in transportation, at a class, training program, or event sponsored by UAMS at another location or elsewhere. All complaints or any concerns about conduct that may violate this policy and retaliation must be filed with the Campus Title IX Coordinator or a Deputy Title IX Coordinator.

Purpose: The purpose of this policy is to establish that 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 principle and practice of nondiscrimination includes acknowledgment of and training on cultural humility and implicit bias. All UAMS employees will complete annual cultural humility and implicit bias training.

Scope: All UAMS employees, students, non-employees (contractors, vendors, delivery persons, and volunteers), applicants, and visitors.

Policy: The ability of UAMS to meet its mission will increasingly depend on, and be strengthened by, incorporating constructive diversity and inclusion in its employees and students. Any form of racism, bigotry, or discrimination subverts the mission of UAMS and its core values. UAMS is committed to providing a wholesome environment where comprehensive educational, research and employment opportunities are offered to employees, students, and applicants. 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.

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 guidelines

UAMS shall institute an on-going program designed to familiarize UAMS personnel with the fundamental principles of cultural humility, implicit bias, and inclusive excellence. UAMS will require in-person cultural humility and implicit bias training for all employees and offer distributive learning options as part of an **annual training requirement**. The Division for Diversity, Equity, and Inclusion (DDEI) Office of Intercultural Education will provide UAMS employees with the knowledge and skills to help the University foster inclusive excellence and reach its important goals set forth in Vision 2029 related to diversity, equity, and inclusion. In accordance with Vision 2029, DDEI, in partnership with Human Resources, will prepare and implement the appropriate education and training to satisfy the annual training requirement. Deans and division heads, in conjunction with the DDEI Office of Intercultural Education, will lead the implementation of educational programs in their respective areas. The DDEI Office of Intercultural Education will be available, as a primary resource, for consultation in all areas of program development. The DDEI Office of Intercultural Education and DDEI Training and Strategy Advisory Council will lead the development, coordination, and presentation of educational programs. DDEI will ensure that all appropriate employees and management are knowledgeable of the various opportunities for education and training. 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 the above standard is met.

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 as well as compliance with applicable laws referenced above.

Any questions or uncertainty regarding the education requirements should be directed to the DDEI and/or Human Resources, Employee Relations.

Discrimination Policy Violations: If an employee believes they are the victim of discriminatory behavior, they should talk to their department head or report the incident to the Office of Human Resources, Employee Relations, as soon as possible. Employee Relations will hear your claim and investigate the issue. 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 violations of this policy.

Employees and residents may contact the Office of Human Resources, Employee Relations, should the complainant feel uncomfortable in reporting the incident to the department head. Students should also report complaints to the Associate Dean of their respective college.

Discrimination Policy Violations: If an employee believes they are the victim of discriminatory behavior, they should talk to their department head or report the incident to the Office of Human Resources, Employee Relations, as soon as possible. Employee Relations will hear your claim and investigate the issue. 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 violations of this policy.

Employees and residents may contact the Office of Human Resources, Employee Relations, should the complainant feel uncomfortable in reporting the incident to the department head. Students should also report complaints to the Associate Dean of their respective college.

Violations of this policy will result in disciplinary action in accordance with the Employee Disciplinary Policy, Administrative Guide Policy 4.4.02, Employee Discipline. Training courses in the Academy for Inclusive Excellence **may** also be required for those found to be in violation of this policy

Employment: UAMS is an equal opportunity employer. UAMS will not discriminate and will take measures to ensure against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.

Monitoring: DDEI will collaborate with HR to track mandatory training compliance.

Annually, the Division for Diversity, Equity, and Inclusion will review and report to the Chancellor on the University's progress in the above areas of operation. This will be accomplished by review of 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.

References:

Administrative Guide Policy 4.4.02, Employee Discipline Academic Affairs Policy 2.2.1, Student Grievance Procedure

ADA Special Accommodations/Disability Policy

The Nuclear Medicine Imaging Program Students with Disabilities Policy is in accordance with the UAMS Academic Affairs Policy (Policy #2.2.5).

The University of Arkansas for Medical Sciences (UAMS or University) is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to their disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities. The purpose of this policy is to define the process students should follow if accommodations in an academic setting are needed due to a disability.

The complete Students with Disabilities Policy 2.2.5 is accessible online via Compliance 360.

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 4.03² 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 and/or withdraw from the NMIS program based on their **academic performance** (minimal academic performance is not met) are permitted to re-apply in the next application cycle. Students that fall into this category must submit a CHP Application Form **by March 1st** and complete all application requirements, to include all pre-professional course requirements for the year in which they are applying for, in order to be considered in the NMIS competitive selection process. Students in this category will follow the NMIS re-admission process outlined in item #3 below.
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 re-enter the following academic year without going through the NMIS competitive selection process. Students that fall into this category are considered to be on a Leave of Absence (LOA) from the NMIS program. 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 in this category will follow the NMIS re-admission process outlined in item #3 below.

Students who are dismissed and/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 must be in good academic standing in order to return.

Students who are dismissed and/or withdraw for any reason from the NMIS program in the fall semester, must notify the program in writing their intentions to apply for 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 must be in good academic standing in order to return.

Students who are dismissed and/or withdraw for any reason from the NMIS program in the spring or summer semester and want to re-enter the NMIS program the following fall semester, may not have a clinical rotation to attend as applicant interviews may have started and acceptance letters may have been generated. 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. A student who is not able to relocate will have to sit out a full academic year. Students in this category will follow the NMIS re-admission process outlined in item #3 below.

3. Students who are dismissed and/or withdraw from the college for any reason and are re-admitted into the NMIS program:
 - in the academic year immediately following the year of dismissal and/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:
 - CHP 3101 – Ethical & Legal Issues for Allied Health Professionals
 - CHP 3102 – Health Care Management Issues for Allied Health Professionals
 - 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 and make attempt(s) to contact the student to learn the reason for their lack of participation. Methods of contact include, but are not limited to, UAMS email, personal email, contact numbers documented in GUS, emergency contact(s). 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 Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will attempt to contact the student if the faculty is unsuccessful in their contact attempt(s). If a satisfactory reason is not presented and the student does not actively engage in learning activities in the class(s) in a one-week period, the Registrar will be notified, and 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 Collaborate Ultra or ZOOM 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 all scheduled 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 may not be 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.

Time Accrual and Time off Procedures

Students will accrue time off (known as PIG Hours) on an hourly basis as a 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 NMIS clinical coordinator 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). A student's PIG Hours will be documented in the NMIS Student Center.

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 AES 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,
 - have the date and location pre-approved by the AES at that site; 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 third 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 NMIS 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 *hospitals/clinics may be closed*
- Inclement weather day (*snow, ice, storms – at the discretion of the NMIS Program Director and/or Clinical Coordinator*)
- 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 a clinical site the student has already rotated through or that day. This requires advance notice and approval by the NMIS Clinical Coordinator and/or Program Director. Other unique circumstances will be evaluated on a case-by-case basis by the NMIS Clinical Coordinator and/or Program Director.

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.

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 AES at the clinical site must be obtained prior to requesting extra clinical time from the clinical coordinator. Students may be asked during a clinical rotation to stay past the end of the clinical day due to patient scheduling. When this occurs, the student must notify the clinical coordinator the next clinical day. The clinical coordinator will document the student’s clinical times and this will be the final document if discrepancies are thought to occur.

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 and to use syringe shields when handling any radioactive syringe.
 - 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.

Student Behavior:

1. Students are expected to portray a professional appearance and stand out.
2. Students are expected to behave in a professional and ethical manner at all times.
3. Students are expected to be in attendance, adequately prepared, and on time at all designated course sessions, including classes, laboratory classes, online sessions, and clinical sessions.
4. Students are expected to act as a favorable role model for your health profession at all times.
5. The use of profanity or disrespectful actions is not permitted.
6. It is never acceptable to create or be part of a disturbance or physical violence on campus or at a clinical site.
7. Students are expected to observe the principle of mutual respect when interacting with others; including patients, visitors, employees, faculty, and other students.
8. Any action that jeopardizes the physical or emotional well-being of others is not permitted. Physical jeopardy is defined as any action or inaction which appears to directly threaten the physical safety or well-being of another person. Emotional jeopardy is defined as any action or inaction which appears to directly threaten the emotional or mental well-being of another person.
9. The student is expected to maintain an unbiased, open point of view.

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 they are assigned.

DRESS CODE: GENERAL REQUIREMENTS

As a representative of the University of Arkansas for Medical Sciences, the College of Health Professions, and the Nuclear Medicine Imaging Sciences program, all students must adhere to acceptable standards of dress and grooming. These standards are based on UAMS' and various clinical sites' policies and are necessary to protect the student, clinical staff, and patients.

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. Proper personal hygiene (breath and body) must be practiced at all times.
2. Scrubs must be worn in compliance with the specific clinical affiliate policy. Must be neat and clean at all times. No rips, stains, tears or holes will be tolerated. A clean, solid white long- or short-sleeve shirt may be worn under the scrub top and tucked into the pants.
3. A lab coat must be worn when required by clinical affiliate policy. Must be neat and clean at all times. No rips, stains, tears or holes will be tolerated.
4. Athletic shoes must be worn in compliance with the specific clinical affiliate policy. Must be neat and clean at all times. No sandals or open-heeled or open-toed shoes are permitted. Shoestrings must be solid neutral in color (no neon).
5. UAMS ID badge must be worn any time you are in clinic or on campus. UAMS ID badge must be worn at collar level, readily visible. If a clinical site requires their own ID badge be worn it should be worn at collar level and be readily visible.
6. Current radiation dosimeters worn correctly; body badge at collar level; ring badge on dominant hand, first finger, TLD turned towards palm, under glove
7. Excessive make-up, perfume, or cologne is not acceptable. If used, apply sparingly.
8. Fingernails are to be kept clean and be neatly trimmed and maintained at a length which will not interfere with work.
9. The hairstyle chosen must be kept neat, clean, and neatly trimmed. Unless hair is cut short enough to remain close to the head and off the collar, it must be pulled away from the face and secured in such a manner that no strands fall downward onto the shoulders or into the face. Hair will be secured with plain black, brown, Caribbean Blue, or white clasps or elastic bands. Bows, cloth hair bands, and ribbons are not acceptable.
10. Hair color must be of a natural color. Hair dyed pink, blue, green, or other non-natural hues is not permitted.
11. Hair and facial hair should be kept conservative, neat, clean, and neatly trimmed.
12. Hose/socks must be worn at all times. Hose should be in nude or white color. Socks can be anklets or conventional style and should be white in color.
13. Conventional undergarments must be worn at all times. The outline and color must not be visible outside of or through outer clothing.
14. 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.
15. No visible jewelry permitted in any piercing other than ears. One earring per ear, not to extend below the ear lobe. One necklace worn close to the neck.
16. No visible tattoos.
17. Watches may be worn.

18. When the students clinical assignment is in the nuclear pharmacy, students should follow the above dress code. The nuclear pharmacy will require the wearing of a lab coat, usually full length for protection. The lab coat may be provided by the nuclear pharmacy.

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

Any violation of program policies will result in a written warning and may result in a possible loss of hours from the allotted clinical time.

Pregnancy Policy

AREA:

**CAMPUS OPERATIONS
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 (Declaration of 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.

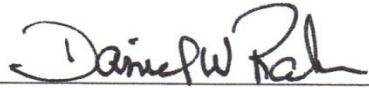
(5) Radiation Safety Officer's responsibilities:

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

Signature: 

[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 radio-sensitivity 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 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/CT AREAS

Higher radiation exposure levels are possible in PET/CT 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/CT “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/CT 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/CT imaging area and handling PET/CT 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 and/or program 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.

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.

Smoking Policy



UAMS ADMINISTRATIVE GUIDE

NUMBER: 3.1.01 DATE: 09/19/2002 REVISION: 7/4/04; 10/1/07; 4/19/10; 3/13/13; 12/4/13; 09/13/17; 09/10/2019 PAGE: 1 of 2 SECTION: ADMINISTRATION AREA: GENERAL ADMINISTRATION SUBJECT: SMOKING /TOBACCO USE POLICY

PURPOSE

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 the use of tobacco products. It is, therefore, UAMS's policy to provide a tobacco-free work environment.

SCOPE

All UAMS employees, students, contractors, vendors, volunteers, patients, visitors and anyone on any UAMS property.

POLICY

All persons are prohibited from using tobacco products on or in all UAMS owned or leased properties, UAMS owned or leased vehicles, and UAMS adjacent grounds, including parking lots and ramps.

DEFINITIONS

Tobacco products include, but are not limited to: cigarettes, e-cigarettes, smokeless tobacco, pipes, cigars and any tobacco containing product. E-cigarette is an electronic inhaler meant to simulate and substitute for tobacco smoking. It generally utilizes a heating element that vaporizes a liquid solution.

PROCEDURES 1. Compliance with this tobacco free policy will be the responsibility of all administrators. • Lack of cooperation or repeated violations by employees or vendors 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 tobacco 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 may be called for additional support. 2 • UAMS Police will be notified as the final resource to resolve problems arising with visitors or employees during the enforcement of this policy. • Under Arkansas law violators of the smoking ban may be fined an amount not less than \$100 and no more than \$500. 2. New employees will be informed of the UAMS tobacco free policy during

orientation. The Office of Human Resources will also inform employment candidates of the tobacco free policy during the application process. 3. Tobacco products will not be sold or dispensed within the UAMS property. 4. Employees may not use tobacco products in any vehicle when the vehicles are on UAMS property. 5. In addition to the prohibition on tobacco use, use of medical marijuana in any form is also prohibited on or in any UAMS owned or leased properties. For additional information, refer to the UAMS Drug-Free Workplace policy, Administrative Guide policy 4.4.05.

REFERENCES

Arkansas Law, ACT 134 of 2005, “An Act to prohibit the use of tobacco products in and on the grounds of all medical facilities in Arkansas and for other purposes,” Arkansas Law, ACT 734 of 2009, “The Arkansas Clean Air on Campus Act of 2009”. UAMS Medical Center Policies and Procedures, Policy PS. 1.09, Patient Smoking and Tobacco Use Joint Commission Accreditation Standards, EC.02.01.03 Administrative Guide Policy 4.4.02, Employee Discipline Administrative Guide Policy 4.4.05, Drug-Free Workplace

FERPA Policy

FERPA and Distance Learning Courses

The Nuclear Medicine Imaging Program FERPA Policy is in accordance with the UAMS Academic Affairs Policy (Policy #2.1.2).

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords all students in higher education institutions certain rights with respect to their education records. Some of these rights are only applicable to students over 18 years of age.

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) on pages 42 and 43.

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.**

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.**

FERPA Hold Directory Information Form



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

FERPA HOLD DIRECTORY INFORMATION FORM

Name: _____ UAMS ID: _____
Last First M.I.

Pursuant to the "Family Education Rights and Privacy Act of 1974" (FERPA), I request that the information classified as "directory information be withheld by UAMS from public disclosure. Directory information includes but is not limited to now or in the future, the student's name; address; telephone listing; UAMS electronic mail (email) address; photograph; date and place of birth; major field of study; grade level; year in program, enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degrees, honors and awards received; date of graduation, and the most recent educational agency or institution attended. By signing below, I confirm that I have read and understand the following:

- I understand that any information which has already been published cannot be removed from that publication.
- I understand that my name and UAMS email address WILL still appear in the UAMS global e-mail list and class schedules and rosters.
- I understand that my name WILL still appear in the Caduceus (UAMS Yearbook), the UAMS Senior Wall, and UAMS graduation and Commencement publications and news releases, unless I specifically restrict such publication using the specified section below. BOTH "Restrict" sections must be signed to designate this restriction.
- I understand that my name will NOT appear in alumni files or any other directory information file requests unless otherwise authorized through the standard provisions of FERPA.
- I understand this request will remain in effect until I revoke it in writing or by signing the "Release" section below.

RESTRICT – General. By signing below, I request to restrict release of my directory information as explained above and in the UAMS FERPA policy (Academic Affairs Policy 2.1.2).

Student Signature Date

RESTRICT – Commencement and Graduation. By signing below, in addition to restricting the release of my directory information, I also request that my name not be included in any Commencement or graduation-related publications, such as Caduceus, the Commencement guide and related publications, UAMS graduation news releases, and the UAMS Senior Wall.

Student Signature

Date

RELEASE. By signing below, I release all restrictions on the release of my directory information. I understand that my information is still protected by the standard provisions of FERPA.

Student Signature

Date

Please submit completed form to the Office of the University Registrar:

Office of the University Registrar, University of Arkansas for Medical Sciences
4301 W. Markham, Slot 767
Little Rock, AR 72205
(501) 526-3220 (fax) ~ registrar@uams.edu (email)

Rev. 10/8/2018

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 consequence:

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, microphone, camera 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.

Social Media

The Nuclear Medicine Imaging Program is in accordance with the UAMS Academic Affairs Policy (Policy #2.1.1: Use of Social Networking Sites).

The Diagnostic Medical Sonography Program recognizes the interest that students have for using social networking sites such as Facebook, Twitter, Instagram, Snapchat, YouTube, GroupMe, etc. Students are cautioned to utilize extreme care when using this form of media. Future employers, clinical preceptors, faculty members can access your page and information. Certain information could jeopardize future opportunities in the dental hygiene profession. Individuals who you have allowed access to your page can not only post to your site but can take your pictures and information and post them elsewhere on the internet. Students should set high privacy settings, be cautious of what is on their site and manage access to their sites carefully. Remember, once information is on the internet, it is impossible to recall.

The complete UAMS Academic Affairs Policy #2.1.1: Use of Social Networking Sites is accessible online via Compliance 360.

CERTIFICATION AND PROFESSIONAL ORGANIZATIONS

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 competency requirements, the American Registry of Radiologic Technologists (ARRT).

Students must have successfully completed all degree requirements to be eligible to sit for the NMTCB certification exam.

Students must have successfully completed all degree requirements AND additional clinical competency requirements to be eligible to sit for the ARRT certification exam.

Details of these clinical competency requirements may be found in the Clinical Handbook.

Graduation requirements include:

- ✓ Successful completion of all Pre-professional required coursework.
- ✓ Successful completion of all NMIS Program coursework.
- ✓ Successful completion of all NMIS required clinical internship requirements.
- ✓ Achieving a passing grade (80%) on the Fall Comprehensive Examination and any required Oral Examinations.
- ✓ Achieve a passing grade (80%) on the Spring Comprehensive Examination and any required Oral Examinations.
- ✓ Achieving a passing grade (80%) on the Radiopharmacy Oral Examination.
- ✓ Achieving a passing grade (80%) on the Health Physics/Instrumentation Oral Examination.
- ✓ Achieving 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 and for the individual certification examinations 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 the national certification examination(s), registry review sessions have been scheduled in conjunction with the SNMMI National Meeting and the Southwestern Chapter meeting of the SNMMI.

Professional Organization

The Society of Nuclear Medicine and Molecular Imaging (SNMMI) 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 will have membership in the Society of Nuclear Medicine and Molecular Imaging (SNMMI) in the student in-training category. Enrollment information will be sent to each student. Annual dues are free for two years during your training program. Students will have online subscriptions to *The Journal of Nuclear Medicine*, the *Journal of Nuclear Medicine Technology* and *UPTAKE*.

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 certification and licensure requirements once you have graduated.

CARDIOPULMONARY RESUSCITATION

CPR Requirements

All students are required to be certified in basic cardiopulmonary resuscitation (CPR) (American Heart Association) by July 17, 2023.

In extenuating circumstances, the deadline may be extended to July 24, 2023.

Proof of CPR certification consists of a legible copy of the front and back of the CPR card and must be presented before August 1, 2023 but no later than during the first week of orientation for the Fall semester 2022.

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

Students having current CPR certification must be sure their CPR certification does not expire before the end of August 2024.

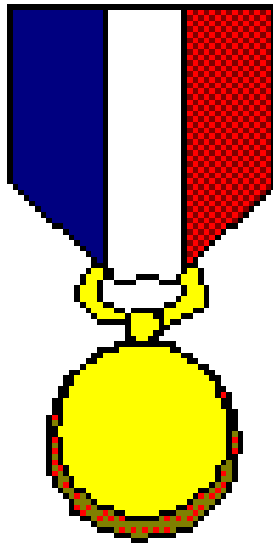
Students whose CPR card expires while enrolled in the program must update their CPR certification prior to the end date on their CPR card. This is the student's responsibility to keep up with the expiration date of their CPR training.

Students who are in a clinical rotation with an expired CPR card will lose their attendance hours for those clinical days. Students may not use PIG hours to substitute for these days. Students must use PIG hours for clinical hours missed in order to renew their CPR card.

HONORS

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 the Program and at UAMS. The Faculty Gold Key is awarded to the outstanding student at the discretion of all faculty. 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 faculty.



CLASS OFFICERS

Class Officers

Class officers for the 2023 - 2024 academic year will be selected during the first week of orientation during the Fall semester 2023.

The class officers 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 Little Rock student receiving the second highest number of votes will be the alternate representative.

PERSONNEL

Nuclear Medicine Imaging Science Program Faculty and Staff

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

Physical location: 300 Hooper Drive
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Little Rock, AR 72205

Program Office Phone: (501) 686-6848
Program Office Toll Free: (888) 793-1886
Fax: (501) 686-8770 (direct to NMIS offices)

Cell phone numbers are for **EMERGENCY** use only

Executive Assistant

Tammy Brooks, BS
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Program Director/Faculty

Summer Khairi, MBA, CNMT, NMTCB(CT)
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Faculty/Clinical Coordinator

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Adjunct Faculty

Shannon Youngblood-Toler, EdD, MSRS, CNMT
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Radiopharmacy Faculty

Brigette Serfaty, MS, PharmD, BCNP, Dip-ACLM, NBC-HWC
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SCHEDULES

2022 - 2023 Academic and Important Events Schedule

FALL 2023 SCHEDULE

| | |
|--|-------------------------|
| Arrive Little Rock | 13 August |
| Orientation in Little Rock | 14 - 18 August |
| Orientation at Home | 21 - 25 August |
| Block 1 Starts | 28 August |
| Fall Clinical rotations start | 29 August |
| Labor Day Holiday | 4 September |
| Block 1 Ends - Examination | 27 September |
| Block 2 Starts | 2 October |
| Columbus Day <u>NOT A HOLIDAY</u> | 9 October |
| Block 2 Ends - Examination | 1 November |
| Block 3 Starts | 6 November |
| Veterans' Day Holiday | 10 November |
| Thanksgiving Holiday | 24 – 25 (?) November |
| Fall Clinical rotations end | 1 December |
| Block 3 Ends - Examination | 6 December |
| Make-up time/Finals | 11 - 14 December |
| Last day of semester | 14 December |
| Break | 15 December – 7 January |

SPRING 2024 SCHEDULE

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|---|---------------------|
| Block 4 Starts | 8 January |
| Spring Clinical rotations start | 9 January |
| Martin Luther King Holiday | 15 January |
| Block 4 Ends – Examination | 7 February |
| Mardi Gras <u>NOT A HOLIDAY</u> | 13 February |
| Block 5 Starts | 12 February |
| President's Day Holiday | 19 February |
| Block 5 Ends – Examination | 13 March |
| Southwest Chapter Meeting | 10 - 13 April |
| Houston, Texas - Registry Review | |
| Spring Break | 18 March – 22 April |
| Block 6 Class Starts | 25 March |
| Good Friday <u>NOT A HOLIDAY</u> | 29 March |
| Spring Clinical rotations end | 26 April |
| Block 6 Ends - Examination | 1 May |
| Finals week/Make-up time | 6 - 14 May |
| CHP Graduation Brunch | 17 May |
| UAMS Commencement | 18 May |
| Last day of semester | 14 May |
| Break | 20 - 24 May |

SUMMER 2024 SCHEDULE

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|--|-------------------|
| Memorial Day Holiday | 27 May |
| Block 7 Begins | 28 (TU) May |
| Summer Clinical rotations start | 29 May |
| Fall Semester Competency Examination | 10 June |
| Block 7 Ends | 14 June |
| Block 8 Begins | 17 June |
| Independence Day Holiday | 4 July |
| 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 | 25 July |
| Comprehensive Final Examination | 26 July |
| Finals Week/Make-up time | 29 July- 2 August |
| Make-up Comprehensive Final Examination | 29 August |
| Last day of semester | 2 August |

If a clinical location is closed on Columbus Day, Mardi Gras, Good Friday or any other day not recognized as a UAMS Holiday, the student must use their PIG hours, floating day hours or make arrangements (with approval) to work at another clinical location. It is the responsibility of the student to plan ahead.

Friday after Thanksgiving is not guaranteed to be a day off, it must be declared a state Holiday by the Governor.

Last Day will be July 26th IF all graduation requirements are completed, otherwise August 2nd is the last day to complete all graduation requirements.