Department of Radiologic Sciences

PET-CT PROGRAM

Academic Policies
and
Clinical Education Handbook

2013-2014
Notice of Equal Opportunity

Thomas Jefferson University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, national or ethnic origin, marital status, religion, sex, sexual orientation, gender identity, age, disability, veteran’s status or any other protected characteristic. The consideration of factors unrelated to a person’s ability, qualifications and performance is inconsistent with this policy. Any person having inquiries or complaints concerning Thomas Jefferson University’s compliance with Title VI, Title IX, the Age Discrimination Act of 1975, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act is directed to contact their Student Affairs Dean or Human Resources – Employee Relations, who have been designated by Thomas Jefferson University to coordinate the institution’s efforts to comply with the these laws. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region Three, Philadelphia, Pennsylvania, regarding the University’s compliance with the equal opportunity laws.

Important Notice

**Required Background Check**

Students who are offered admission to Jefferson are required to pass a criminal background check and child abuse clearance. Some clinical sites may require students to be fingerprinted and/or drug tested. The Office of Admissions will provide you with the appropriate information to complete these requirements.

Clinical rotation and fieldwork sites that require a criminal background check, child abuse clearance and/or fingerprinting may deny a student’s participation in the clinical experience, rotation or fieldwork because of a felony or misdemeanor conviction or a record of child abuse. Clinical sites may also deny participation in clinical experiences for other reasons, including but not limited to failure of a required drug test, or inability to produce an appropriate health clearance. As participation in clinical experiences, rotations or fieldwork is a required part of the curriculum and a requirement for graduation, denial of participation by a clinical site may result in delay of graduation or the inability to graduate from the program.

Regardless of whether or not a student graduates from Jefferson, individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding individual eligibility may be obtained from the appropriate credentialing bodies.

*The Department of Radiologic Sciences reserves the right to make policy and procedure changes at any time. Such changes will be distributed for insertion into the appropriate section of the Handbook. All students enrolled in any courses sponsored by the Department must comply with such changes at the time specified by the Department.*

Revised and Adopted August 2013
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JEFFERSON SCHOOL OF HEALTH PROFESSIONS
MISSION STATEMENT

The Jefferson School of Health Professions is committed to educating health care professionals of the highest quality and ethical standards for contemporary practice in the global community. By promoting faculty excellence in teaching, research and service, we prepare caring professionals who are competent in the use of evidence based practice, critical in their thinking, committed to life-long learning and prepared to be leaders in diverse health care settings. In keeping with the mission of the University and the future of health care delivery, the Jefferson School of Health Professions is committed to interdisciplinary education and technologies that draw upon the strengths of all disciplines.

MISSION OF THE DEPARTMENT

The Department of Radiologic Sciences provides excellence and leadership in all aspects of Radiologic Sciences, by teaching, undertaking research and providing exemplary clinical practice skills in the broad field covered by the discipline.

The Mission of the Department of Radiologic Sciences is to provide a comprehensive education preparing students for entry-level practice into the radiologic and imaging sciences, as competent, caring professionals, cultivating professionalism, interprofessional practice and life-long learning. Through innovative pedagogy, critical thinking and problem-solving skills are developed and enhanced.

DEPARTMENT GOALS

The didactic, laboratory and clinical components of the curricula within the Department of Radiologic Sciences (DRS), Jefferson School of Health Professions (JSHP), Thomas Jefferson University (TJU), provide an environment for students to develop and master:

• Knowledge, insight and skills required to produce optimal diagnostic images or develop and deliver therapeutic treatment plans.
• Effective communication techniques required to interact successfully with both patients and other members of the health care team
• Self-assessment skills required to evaluate correctly the quality and quantity of their work
• Critical thinking and problem solving skills required to meet the challenges of the dynamic healthcare environment
• Values for commitment to life-long learning, public education and involvement in their professional organizations
PROGRAM GOALS

The didactic and clinical education experience for the PET/CT Program in Radiologic Sciences will provide a learning environment for students to develop the:

- Knowledge, insight and skills required to produce optimal diagnostic images.
- Effective communication techniques required to interact successfully with both patients and other members of the health care team.
- Self-assessment skills required to evaluate correctly the quality and quantity of their work.
- Critical thinking and problem solving skills required to meet the challenges of the dynamic healthcare environment.
- Values for commitment to life-long learning, public education and involvement in their professional organizations.

PROGRAM OBJECTIVES

The objectives of the program are to develop a PET/CT technologist who will be able to:

- Understand and practice the art and science of PET and/or CT.
- Produce images providing optimal information obtained with appropriate technique.
- Apply appropriate protection practices toward the patient, self, the health care team and the public.
- Apply critical thinking and problem solving in making decisions about imaging exams.
- Contribute to the physical and psychological comfort of the patient under the guidelines of the Patient Bill of Rights.
- Adhere to the ASRT code of Ethics in professional practice.
- Assume responsibility for professional development.
- Demonstrate communication ability by establishing rapport with patient and healthcare team.
THE HANDBOOK

This Academic Policies and Clinical Education Handbook serves as a guide for students enrolled in the Department of Radiologic Sciences, Jefferson School of Health Professions, Thomas Jefferson University.

A Thomas Jefferson University student is required to uphold a high standard of academic and nonacademic conduct. That standard is presented in this document and will be upheld by the Department of Radiologic Sciences. Academic and nonacademic misconduct at Thomas Jefferson University is subject to disciplinary action.

Each student will be responsible for maintaining his/her knowledge of the information contained in the Academic Policies and Clinical Education Handbook, as well as the Jefferson School of Health Professions Catalog, and Jefferson School of Health Professions Student Handbook.

The Academic Policies and Clinical Education Handbook is also available online at

http://www.jefferson.edu/health_professions/Radiologic_Sciences/

The Jefferson School of Health Profession Handbook is available online at

http://www.jefferson.edu/health_professions/Radiologic_Sciences/
ACADEMIC POLICIES
COURSE REQUIREMENTS

1. Prerequisites for courses outlined in the curriculum must be met in order to follow the necessary educational sequence.
2. Students are responsible for accessing courses through Blackboard Learn (Jefferson.blackboard.com) and downloading all course syllabi, handouts and assignments for each course every semester.
3. Students are responsible for completing course evaluations for each of their courses at the end of the semester. A link will be provided to the students at the end of the semester.
4. Students are responsible for checking their Jefferson e-mail accounts daily.
5. Students must complete the Health Insurance Portability and Accountability Act (HIPAA) and Safety Modules prior to matriculation.

POLICIES ON STUDENT PROGRESSION IN THE RADIOLOGIC SCIENCES DEPARTMENT

1. A student who earns two or more course grades of C- or below in the Radiologic Sciences curriculum in any academic year will be dismissed from the program in which he/she is currently enrolled. He/She will be subject to dismissal from the Department of Radiologic Sciences.
2. A student who earns a course grade of F in any Radiologic Sciences curriculum will be dismissed from the program in which he/she is currently enrolled. He/She will be subject to dismissal from the Department of Radiologic Sciences.
3. A student who does not maintain a minimum 2.00 cumulative grade point average will be placed on School academic probation for one semester. If the student is enrolled in courses totaling fewer than 12 credits during the subsequent semester, the probationary period will be extended to two semesters. At the end of the probationary period:
   a. The student achieves the minimum cumulative grade point average and is reinstated in good standing, or
   b. The student fails to achieve the minimum cumulative grade point average at the end of the probationary period and is dismissed from the School for academic underachievement, or
   c. In extraordinary cases, where the student has made significant progress toward achieving the minimum grade point average, the Department Chairperson may recommend granting one additional probationary semester. If, at the conclusion of the extended probationary semester, the cumulative grade point average is still below the minimum 2.00, the student is dismissed for academic underachievement.
4. A student who is dismissed from the Department of Radiologic Sciences or the School of Health Professions due to unsatisfactory academic performance may, within two years of the dismissal, reapply for re-admission by submitting a written request directly to the Department Chairperson. All others wishing to continue their studies must reapply through the Office of Admissions.
5. Incomplete grades for a Radiologic Sciences course can be assigned only in the case of extenuating circumstances. These circumstances must be reviewed by the faculty prior to the issuance of an “Incomplete” grade. In all cases, an “Incomplete” grade is assigned only when the work already done has been of a quality acceptable to the instructor.

CERTIFICATE OF PROGRAM COMPLETION

Students completing and achieving passing grades for all courses in the PET/CT program will receive a certificate attesting to completion of the program.

Depending on clinical performance, students completing the program may be eligible to sit the ARRT(CT) and/or NMTCB(PET) board examinations.
CLINICAL EDUCATION
CLINICAL EDUCATION

CT Clinical Education
CT clinical education is competency-based. It is designed to permit accurate assessment of the knowledge, skills, and abilities of students in the clinical CT education component of the PET/CT program. Verification of students’ CT clinical competencies is completed by registered radiologic technologists under the direction of the Clinical Affiliate Supervisor. The name, address, and ARRT number of each verifier must be documented. All students must complete clinical competencies in accordance with the requirements of the American Registry of Radiologic Technologists (ARRT), which are listed at www.arrt.org.

PET Clinical Education
PET clinical education consists of completion of 700 hours of training on a PET or PET/CT scanner. Training hours must be verified by a registered nuclear medicine technologist or physician. Training hours attended before the student becomes certified in nuclear medicine technology cannot be included in the 700 PET hours. This is in accordance with the requirements of the Nuclear Medicine Technologist Certification Board (NMTCB), which are listed at www.nmtcb.org.

CLINICAL SUPERVISION
All student clinical procedures must be carried out under the direct or indirect supervision of a registered radiologic technologist (RT).

Direct supervision:
• The RT reviews the request for examination in relation to the student’s ability.
• The RT evaluates the condition of the patient in relation to the student’s knowledge.
• The RT is present during the conduct of the examination, and
• The RT reviews and approves the images.

Indirect supervision:
The RT is immediately available to assist the student, regardless of the level of student achievement.
“Immediately available” is interpreted as the presence of a registered RT adjacent to the room or location where the student procedure is being performed.

CLINICAL EDUCATION ELIGIBILITY
To be assigned to a Clinical Education Affiliate site, the student must meet the following requirements or obligations:
• Be a certified nuclear medicine technologist (ARRT(N) and/or NMTCB).
• Provide and maintain proof of certification in adult, child and infant cardiopulmonary resuscitation (BLS/CPR/AED for Healthcare Provider).
• Provide a current health certificate from a licensed physician indicating that the student is in good health. The document should include a description of any physical disability that may require monitoring during the student's course of study. If a disability interrupts the student's course of study, it should be discussed with the Program Director.

• Meet program specific technical standards. (Appendix A)

• Use personal or public transportation to clinical sites. Commuting time and costs are not determining factors for clinical assignments. These time and cost factors are borne solely by the student.

• All immunization requirements must be completed prior to commencing or resuming clinical courses. Failure to meet these health requirements will result in the delay of clinical practical or the failure of clinical courses.

• Be in compliance with the University requirements for influenza vaccination.

• Additional requirements may be needed.

• Students not in compliance are not permitted to attend classes or clinical

**CRIMINAL BACKGROUND, CHILD ABUSE CHECKS AND DRUG TESTING**

Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding individual eligibility may be obtained from the appropriate credentialing bodies. Clinical rotation and fieldwork sites may require a criminal background check and/or child abuse check in order to permit participation in the clinical experience, rotation or fieldwork. Participation in clinical experiences, rotations or fieldwork is a required part of the curriculum and a requirement for program completion. Clinical rotation and fieldwork sites may deny a student's participation in the clinical experience, rotation or fieldwork because of a felony or misdemeanor conviction, failure of a required drug test, or inability to produce an appropriate health clearance, which would result in the inability to complete the program.
CLINICAL PRACTICES AND POLICIES

1. A student who does not demonstrate safe clinical practice will be dismissed from the program.
2. A student who does not demonstrate professional behavior and professional practice will be dismissed from the program.
3. Safe clinical or professional practice is defined as:
   a. Adheres to the *Patients’ Bill of Rights* - Appendix B.
   b. Performs clinical duties consistent with the professional Code of Ethics - Appendix C.
   c. Receives passing grades on clinical evaluations as evaluated by qualified personnel. See course syllabus.
   d. Adheres to the code of behavior/conduct outlined in the JSHP and Department of Radiologic Sciences handbooks.
   e. Adheres to all clinical practices and policies of the clinical site and JSHP and Department of Radiologic Sciences.
   f. Adheres to departmental radiation protection and monitoring practices - Appendix D & E.

VIOLATIONS OF CLINICAL PRACTICES AND POLICIES

Violations of Clinical Practices and Policies will typically be addressed through progressive discipline, as follows:
- First violation – written warning and counseling by the Program Director and Clinical Supervisor.
- Second violation – possible suspension or dismissal.
- Third violation – dismissal from the Department.

Depending on the particular circumstances, one or more progressive disciplinary steps may be skipped in instances of particularly serious violations of policies and/or practices, and some egregious violations may result in immediate dismissal from the Department.

POLICY GOVERNING CLINICAL EDUCATION SCHEDULING

The purpose of the clinical assignment is to correlate didactic knowledge with practical skills.
The student is subject to all rules and regulations of the clinical site. The clinical education center reserves the right to suspend or terminate from the clinical site a student who does not adhere to established policies of the program or the clinical site. A student who does not maintain appropriate behavior may be suspended or dismissed immediately.
If a student is suspended or dismissed from a clinical site, the Program Director will review the circumstances for this action. All parties are encouraged to address the issue promptly in writing (within five (5) business days whenever possible) so that resolution of grievance should require no more than three weeks. If the decision to dismiss is upheld, the clinical dismissal will result in a final grade of “F”.

Students who have reason to believe that the grade has been inappropriately assigned may request a review of the grade in accordance with the provisions of the Grade Appeal Protocol, which is published in the JSHP Student Handbook. For dismissal due to Unsafe Clinical Performance, students will follow the Policy on Dismissal for Unsafe Clinical Performance, which is published in the JSHP Student Handbook. The JSHP Student Handbook may be found at this link: http://www.jefferson.edu/health_professions/documents/JSHP_Handbook.pdf

**CLINICAL SITE ASSIGNMENT**

The Program Director determines student assignments at clinical sites. Scheduling is arranged individually to suit both the student and the Clinical Affiliate Supervisor. Assignments at the clinical sites are intended to provide the student with a comprehensive clinical education as deemed appropriate by the faculty, and serve to correlate didactic knowledge with practical skills.

*Should a student be dismissed from his/her clinical site, the department does not guarantee replacement at an alternate site.*

**RESPONSIBILITIES OF THE CLINICAL AFFILIATE SUPERVISOR**

The clinical affiliate supervisors/instructors are available to students whenever they are assigned to a clinical setting. Responsibilities include:

- Providing appropriate clinical supervision.
- Student clinical evaluation.
- Providing orientation to the clinical department.
- Providing feedback to the program director and clinical coordinator.

**RESPONSIBILITIES OF THE DEPARTMENT/PROGRAM DIRECTOR**

The Department of Radiologic Sciences/Program Director coordinates the daily operations of clinical education. Duties include, but are not limited to:

- Providing clinical sites.
- Mentoring students.
• Supervising students.
• Advising students.
• Providing guidance to clinical instructors.
• Reviewing program policies and procedures with clinical affiliate supervisor/instructors.

RESPONSIBILITIES OF THE STUDENT

The student is responsible for:
• Displaying professional appearance.
• Establishing harmonious working relationships and earning the respect of the radiologic sciences personnel through a professional and dignified posture and attitude.
• Using all equipment and materials responsibly and safely.
• Embodying the highest standards of civility, honesty, and integrity.
• Respecting and protecting the privacy, dignity, and individuality of others.
• Observing and assisting the clinical staff.
• Consulting with clinical site supervisors and/or departmental faculty for help with problems.
• Maintaining an accurate record of clinical attendance and examinations/competencies.
• Striving to broaden his/her knowledge and background on clinical subject matter by reading professional literature and attending conferences and seminars.
• Incurring all travel costs and expenses.
CLINICAL POLICIES
SCHOOL POLICY ON CONDUCT

All students enrolled at Thomas Jefferson University are expected to follow a code of behavior consistent with the high standards of the health professions and to uphold the reputation of the University. In addition, students must comply with the rules and regulations duly established within the School. Deviation constitutes misconduct. This includes, but is not limited to:

- Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University.
- Forgery, alteration, or misuse of University documents, such as records, time sheets, evaluation forms or identification.
- Violation of public law.
- Disruption of class or clinical session such as by use of abusive or obscene language or behavior.
- Insubordination (defined as "unwilling to submit to authority; disobedient; rebellious").
- Inappropriate behavior at the clinic affiliate or on University premises.
- Being intoxicated or under the influence of illegal drugs while on clinical assignment or on University premises.
- Vandalism or stealing.
- Disrespectful and negative postings on any social media (for example – Facebook, Twitter, etc.) concerning Jefferson’s Programs, faculty, associated clinical personnel and/or fellow students will be viewed as unprofessional conduct. (Please see APPENDIX F – University Policies and Procedures: Social Media)

DEPARTMENT POLICY ON CONDUCT

Students must comply with the rules and regulations of the Department of Radiologic Sciences. Deviation constitutes misconduct. This includes, but is not limited to:

- Sleeping during a clinical assignment.
- Leaving a clinical assignment or room/area assignment without the supervisor's permission.
- Failure to notify Clinical Education Affiliate and the Program Director of absence or lateness.
- Cheating, or covering up another student’s cheating, at clinical or in classes.
- Violation of any duly established rules or regulations.
DRESS CODE POLICY

Uniforms and Appearance
- No uniform is required, however students are expected to dress appropriately for the clinical setting.
- Name tag must be worn at all time, visible to patients and staff.
- Students are required to practice good personal hygiene and present a professional appearance at all times.
- Students are required to wear a name tag identifying them as students.
- Students are required to wear radiation badges supplied by Thomas Jefferson University (and the Clinical Site, if provided) at all times.

STUDENT WORK POLICY
If a student is employed at any clinical site, he/she must abide by the following policies:
- Students must notify Program officials that they are working at the clinical site.
- Students are not permitted to work during scheduled clinical hours.
- Students may not wear student uniforms or Jefferson ID.
- Students may not accrue competencies during non-clinical hours.
- Students are not covered by Jefferson liability insurance during non-clinical hours.

VENIPUNCTURE POLICY
The ARRT clinical competency requirements include performance of venipuncture for injection of contrast agents and radiopharmaceuticals.
In order to participate in the performance of venipuncture on patients, students must:
- Have completed all immunizations as required by JSHP.
- Have current CPR certification, as required by the Department of Radiologic Sciences.
- Have health insurance, as required by JSHP.
- Some clinical sites may require participation in an institutional IV venipuncture training program.

HEALTH INFORMATION CONFIDENTIALITY POLICY:
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)
Students must maintain strict confidentiality of all health information of patients at clinical affiliate sites during and after the course of their clinical rotations. Students may neither use nor disclose health information of patients to which they have access, other than as expressly authorized by the clinical affiliate. Students may not record any patient-identifiable information on their personal documents (e.g. clinical logs). Students may
not download patient documents and/or digital media onto flashdrives or other electronic equipment. Students must be familiar with and adhere to their clinical site HIPAA policy.

PREGNANCY POLICY

If a student becomes pregnant during the program, she may voluntarily inform the Program Director and Radiation Safety Officer (RSO), in writing, of her pregnancy. She will be counseled regarding the government regulations as they pertain to pregnant radiation workers/students. The student may “undeclare” her pregnancy at any time, resulting in exposure limits equaling that of a radiation worker.

INCIDENT REPORTS AT THE CLINICAL EDUCATION CENTER

If a student is injured or involved in an incident during a clinical rotation, he/she must:
1. Report immediately to his/her supervisor and follow departmental protocol.
2. Present a note to the Program Director from the Emergency Room Physician, Student Health Physician, or Family Physician stating the date the student may resume normal duties.

If a patient is injured while in the student's care, the student must:
1. Make sure that the patient is safe.
2. Report the incident immediately to the supervisor and follow departmental protocol.
3. Submit a written report the incident to the Program Director as soon as possible.

INFECTIOUS DISEASES

Should a student be diagnosed as having an infectious disease, he/she must report such diagnosis to the Program Director and the Clinical Affiliate Supervisor. The student may be asked to leave clinical until cleared by his/her physician. The student must present a physician’s note to the Program Director stating that the student may resume normal duties.
UNIVERSITY HEALTH SERVICES
Blood and Body Fluid Exposure Protocol
JMC/JSHP Students

During clinical clerkships, students may be exposed to blood and body fluids from the patients they examine and care for. Examples include needlesticks, splashes of body fluids into the eyes, mouth or on to broken skin. These incidents are serious and should be reported.

If a student sustains one of the above injuries while doing a rotation at Jefferson, an accident report should be completed and the student should call or report the accident to University Health Services (UHS) as soon as possible. The source patient’s name, medical record number and attending physician’s name will be required. If the exposure occurs during off hours (after 4:00 PM on weekdays or during the weekends), the student should report to the Emergency Department at Jefferson.

If the exposure is determined to be significant and is reported within 72 hours of occurrence, UHS will test the patient for hepatitis B and C. If the student consents to a baseline HIV test, UHS, according to PA law, has the right to test the source patient even if the patient refuses to consent.

The student will be enrolled in the UHS exposure protocol which includes testing for HIV, hepatitis B surface antibody and hepatitis C antibody at the time of the exposure, and then 3 and 6 months after the incident. HIV testing is only done if the student consents. Testing is done anonymously through a coding system. Results are kept in the student’s chart and not released for any reason unless the student gives specific consent. All expenses of the protocol are covered by UHS except for medications given for the post exposure protocol.

If the student sustains an exposure while doing a rotation at an affiliate, the student should still call or report to UHS for enrollment in our exposure protocol as soon as possible after the exposure. It is not always possible to obtain the proper source patient testing in this circumstance. UHS will coordinate all efforts with the affiliate where possible. In the past, some of the students who have reported an exposure to the affiliate’s Emergency Department as directed by their supervisors have received bills for service. All follow up done in UHS after an exposure is free of charge.
ATTENDANCE REGULATIONS
ATTENDANCE REGULATIONS

Clinical Attendance
Due to the nature of this part-time certificate program, clinical hours are arranged for students individually, by consultation with the Clinical Affiliate Supervisor. Clinical training may occur during day, night or weekend shifts, or a combination of any of these. Clinical training may take place at one or multiple clinical sites, depending on the needs of the individual student. There are no regular hours of attendance. However, each student should inform the Clinical Supervisor and Program Director of planned absences and schedule changes.

Absences
If a student will be absent from a scheduled clinical assignment, he or she must call the Clinical Supervisor prior to the start of the shift.

If an emergency arises requiring an early departure from the clinical site, the student must notify the Clinical Supervisor.

Punctuality
Students are expected to arrive punctually for scheduled clinical training. A student who is going to be late must notify the Clinical Supervisor prior to the start of the shift.
GRIEVANCE POLICIES
DUE PROCESS FOR STUDENT GRIEVANCES

For student grievances other than grades or dismissal due to unsafe clinical performance, students are encouraged to address the problem at the point closest to the issue. In schools and/or academic departments, the student is encouraged to attempt to resolve the dispute directly with the faculty or staff member. If dissatisfied with the outcome, the student may meet with the Program Director, then the Department Chair or School Dean, as appropriate, and then with the Assistant Vice President for Student Life, who will attempt to mediate the situation. If the student is still dissatisfied with the outcome, he/she may meet with the Senior Vice President for Academic Affairs or his or her designee. The Senior Vice President is the final authority in hearing student grievances. All parties are encouraged to address the issue promptly in writing (within three [(3)] class days whenever possible) so that resolution of the grievance should require no more than three weeks.

Records of the grievance are kept by the respective faculty and administrative personnel and do not become part of the student's permanent record.
Student Personal Counseling Center (SPCC)

The SPCC offers crisis consultation, individual counseling, couples counseling, group therapy, and psychiatric consultation for students.

Common Concerns

There are many concerns that may lead a student to seek counseling:

- Stress or anxiety
- Depressed mood
- Relationship problems
- Difficulties adjusting to school or loneliness
- Personal or family crises
- Difficulties making a career decision or choice
- Academic concerns
- Eating or body image concerns
- Alcohol or drug problems
- Identity issues
- Self esteem issues
- Dealing with physical illness or disability

Confidentiality

All information shared during counseling is confidential. No one outside the SPCC may have access to the specifics of counseling sessions without the prior written permission of the student, except in situations where there is a threat or danger to life.
What to Expect

All Thomas Jefferson University students are eligible for three visits without charge at the SPCC. Students interested in making an appointment should call 215-503-2817 and leave a confidential voicemail with their name and contact number. A SPCC counselor will conduct a brief and confidential telephone screen to gather some basic information that will allow for a timely matching of services, based upon a student’s individual needs.

The SPCC staff encourages students to come in and talk, even if they are not sure that counseling is what they need. During the initial meeting, students will develop a course of action with their counselor, which may include continuing therapy on campus or receiving a referral to an off-campus provider. Some students may resolve their concerns during the initial 3 free sessions and decide that no further sessions are required. Some students decide to see a SPCC counselor on an ongoing basis.

For students who desire or need ongoing support, SPCC counselors are in network with a limited number of insurance providers. Students may call the SPCC to receive further details and information.

Making an Appointment
Students can schedule an appointment to see a counselor by calling the SPCC at 215-503-2817. Students should leave their name and contact information on the confidential voicemail and a SPCC counselor will return their call.

Location and Hours
The SPCC is located at 833 Chestnut Street, Suite 210. Hours are Monday -Friday, 9:00 a.m.—5:00 p.m. Early morning and evening appointments are sometimes available.

Urgent Situations
SPCC counselors and psychiatrists are available for in-person crisis intervention between 9:00 a.m. and 5:00 p.m. After hours, all students experiencing an emergency should call 911 or go to the nearest emergency room. On-campus students should go to the Thomas Jefferson University Hospital Emergency Room, located in the Main Hospital Building at 10th and Sansom (215-955-6060) and ask to speak to the Psychiatry Resident On-Call. Dr. Nobleza is also available after hours for urgent phone consultation for students by calling the SPCC phone number at 215-503-2817 and then dialing ‘1’ and then ‘0.’
FAQ's about the Student Personal Counseling Center at Thomas Jefferson University

What is the Student Personal Counseling Center?
The Student Personal Counseling Center (SPCC) offers psychological & psychiatric services to the greater student population of Thomas Jefferson University.

Where is the Counseling Center located?
The SPCC is located at 833 Chestnut Street, Suite 210.

How do I know if I can use the Counseling Center?
All Thomas Jefferson University students are eligible for services at the SPCC, and the first three visits are without charge.

Why would I use the Counseling Center?
Students can come to the SPCC for any number of reasons, including relationship difficulties, the stress of academic problems, depression, anxiety, and so on. If you aren't sure what you need, just call us and we'll do our best to help address your concerns.

How do I make an appointment?
Call the SPCC at 215-503-2817. If we don't pick up and it's not an emergency, leave your name, school/program and contact information on the confidential voicemail. An SPCC counselor will return your call, typically within a day.

What should I do in an emergency?
Between the hours of 9:00 a.m. and 5:00 p.m., SPCC counselors and psychiatrists are available on-site for in-person crisis intervention. After 5:00 p.m., students in crisis should call 911 or go to the nearest emergency room.

For students who are on campus, the nearest emergency room is: Thomas Jefferson University Hospital Emergency Room, Main Hospital Building, 10th & Sansom.

What about confidentiality?
All information shared during counseling sessions is strictly confidential. No one outside the Counseling Center may have access to the information shared in counseling sessions without written permission from the student except in cases of a medical emergency when a student is at imminent risk to him/herself or other
APPENDIX A

Technical Standards for a Nuclear Medicine Technologist

In order to complete the Nuclear Medicine Technology program, a student must meet the following technical standards, which are based on recommendations by the ASRT.

1. Sufficient visual acuity to accurately prepare and administer radiopharmaceuticals, and other medications, and to monitor imaging equipment as well as provide the necessary patient assessment and care.

2. Sufficient auditory perception to receive verbal communication from patients and members of the healthcare team, and to assess the health needs of people through monitoring devices such as intercom systems, blood pressure gauges, and fire alarms.

3. Sufficient gross and fine motor coordination to respond promptly and to implement skills related to the performance of NM, such as positioning, transporting and imaging patients. NM technologists must be able to lift and transport lead blocks or radionuclide generators weighing up to 50 pounds. In addition, NM technologists must perform venipuncture on a regular basis.

4. Sufficient communication skills (verbal, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient’s interest.

5. Sufficient intellectual and emotional function to plan and implement patient care.

Examples of specific technical standards the NM student must be able to meet are:

- Lift, transfer and/or move patients from wheelchair/stretcher to imaging table
- Lift, move, reach or push NM equipment
- Manual dexterity and ability to bend/stretch
- Distinguish colors and shades of gray
- Demonstrate effective interpersonal skills, including patient instruction
- Read and extract information from the medical chart or patient requisition
- Explain the clinical study verbally and/or in writing
- Physical and mental abilities to handle moderate and frequent exposure to infectious agents (blood, urine) and moderate exposure to ionizing radiation
Technical Standards for a Computed Tomography Technologist

A Computed Tomography (CT) Technologist is typically employed in a hospital or a clinic to provide direct care for patients and must be able to apply verified knowledge and skillfully perform CT procedures. Clinical and laboratory assignment for the CT program require certain physical demands that are the technical standards of admission. These standards are based upon the minimum task performed by graduates of the program as recommended by the American Society of Radiologic Technologists. Listed below are the technical standards that all applicants must meet in order to participate and complete the CT portion of the PET/CT Certificate program.

1. Sufficient visual acuity to administer contrast agents accurately and to monitor imaging equipment as well as provide necessary patient assessment and care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the healthcare team, and to assess the health needs of people through the use of monitoring devices such as intercom systems, blood pressure gauges and fire alarms.
3. Sufficient gross and fine motor coordination to respond promptly and to implement skills related to the performance of CT, such as positioning, transporting and imaging patients. CT technologists must be able to manipulate equipment such as the scan console and power injectors. In addition, CT technologists must perform venipuncture on a regular basis.
4. Sufficient communication skills (verbal, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient’s interest.
5. Sufficient intellectual and emotional function to plan and implement patient care.

Examples of specific technical standards that the CT technologist must be able to meet are:
- Lift, transfer and/or move patients from wheelchair/stretcher to scan table, including trauma patients.
- Physical agility: sitting (4-7 hours).
- Physical and mental abilities to handle moderate and frequent exposure to infectious agents (blood, urine, etc.)
- Manual dexterity and ability to bend/stretch.
- Distinguish colors and shades of gray.
- Demonstrate effective interpersonal skills, including patient instruction.
- Read and extract information from the medical chart or patient requisitions.
- Explain the clinical study verbally and/or in writing.
APPENDIX B

Patients’ Bill of Rights

We consider you a partner in your hospital care. When you are well informed, participate in treatment decisions, and communicate openly with your doctor and other health professionals, you help make your care as effective as possible. This hospital encourages respect for the personal preferences and values of each individual.

While you are a patient in the hospital, your rights include the following:

• You have the right to considerate and respectful care.
• You have the right to be well informed about your illness, possible treatments, and likely outcome and to discuss this information with your doctor. You have the right to know the names and roles of people treating you.
• You have the right to consent to or refuse a treatment, as permitted by law, throughout your hospital. If you refuse a recommended treatment, you will receive other needed and available care.
• You have the right to have an advance directive, such as a living will or health care proxy. These documents express your choices about your future care or name someone to decide if you cannot speak for yourself. If you have a written advance directive, you should provide a copy to your family, and your doctor.
• You have the right to privacy. The hospital, you doctor, and others caring for you will protect your privacy as much as possible.
• You have the right to expect that treatment records are confidential unless you have given permission to release information or reporting is required or permitted by law. When the hospital releases records to others, such as insurers, it emphasizes that the records are confidential.
• You have the right to review your medical records and to have the information explained except when restricted by law.
• You have the right to expect that the hospital will give you necessary health hospital services to the best of its ability. Treatment, referral, or transfer may be recommended. If transfer is recommended or requested, you will be informed of risks, benefits, and alternatives. You will not be transferred until the other institution agrees to accept you.
• You have the right to know if this hospital has relationships with outside parties that may influence you treatment and care. These relationships may be with educational institutions, other health care providers, or insurers.
• You have the right to consent or decline to take part in research affecting your care. If you choose not to take part, you will receive the most effective care the hospital otherwise provides.
• You have the right to be told of realistic care alternatives when hospital care is no longer appropriate.
• You have the right to know about hospital rules that affect you and your treatment and about charges and payment methods. You have the right to know about hospital
resources, such as patient representatives or ethic committees that can help you resolve problems and questions about your hospital stay and care.

- You have responsibilities as a patient. You are responsible for providing information about your health, including past illnesses, hospital stays, and use of medicine. You are responsible for asking questions when you do not understand information or instructions. If you believe you can't follow through with your treatment, you are responsible for telling your doctor.

- This hospital works to provide care efficiently and fairly to all patients and the community. You and your visitors are responsible for being considerate of the needs of other patients, staff, and the hospital. You are responsible for providing information for insurance and for working with the hospital to arrange payment, when needed.

- Your health depends not just on your hospital care but, in the long term, on the decisions you make in your daily life. You are responsible for recognizing the effect of life-style on your personal health.

- A hospital serves many purposes. Hospitals work to improve people's health; treat people with injury and disease; educate doctors, health professionals, patients, and community members; and improve understanding of health and disease. In carrying out these activities, this institution works to respect your values and dignity.
APPENDIX C

ASRT Code of Ethics

1. The radiologic technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, on the basis of sex, race, creed, religion or socioeconomic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they have been designed, and employs procedures and techniques appropriately.

5. The radiologic situations, exercises care, discretion and judgment, assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient, and recognizes the interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing the radiation exposure to the patient, self and other members of the health care team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice.

SNMMI-TS Code of Ethics

1. The Nuclear Medicine Technologist will provide services with compassion and respect for the dignity of the individual and with the intent to provide the highest quality of patient care.

2. The Nuclear Medicine Technologist will provide care without discrimination regarding the nature of the illness or disease, gender, race, religion, sexual preference or socioeconomic status of the patient.

3. The Nuclear Medicine Technologist will maintain strict patient confidentiality in accordance with state and federal regulations.

4. The Nuclear Medicine Technologist will comply with the laws, regulations, and policies governing the practice of nuclear medicine.

5. The Nuclear Medicine Technologist will continually strive to improve his/her knowledge and technical skills.

6. The Nuclear Medicine Technologist will not engage in fraud, deception, or criminal activities.

7. The Nuclear Medicine Technologist will be an advocate for his/her profession.

Revised and adopted by the Society of Nuclear Medicine and Molecular Imaging, Technologist Section, June 2004.
APPENDIX D

Radiation Protection Practices

1. A student is required to exercise sound radiation protection practices at all times. At no time may a student participate in a procedure utilizing unsafe protection practices.

2. A student must be aware of and enforce the policies and procedures of radiation safety in keeping with institutional, state, and national standards.

3. A student will always wear radiation monitors in the Clinical Affiliate Site.

4. A student will wear the whole body film badge outside the clothing, on the torso. A ring badge will be worn when handling radioactive materials.

5. A student will always remove personal radiation monitors while having diagnostic medical or dental radiographs taken.

6. A student who deliberately exposes his/her radiation dosimetry badge will be suspended and/or dismissed from the program.

7. A student will use a syringe shield when preparing and injecting radiopharmaceuticals, and a lead container when transporting radiopharmaceuticals.

8. Radiation protection of the patient and others within the examination room is the student's responsibility when he/she is performing the study.

9. A student may not perform nuclear medicine procedures or CT procedures on other students or staff at their request without a prescription for the exam by a physician. The student will be dismissed from the program for this violation.*

10. A technologist or physician may not perform nuclear medicine procedures or CT procedures on a student without a prescription for the exam from the student’s physician. The student will be dismissed from the program for this violation.*

*(PA Code, Title 25. Environmental Protection. Department of Environmental Protection, Chapter 211.11.)
APPENDIX E

Personnel Radiation Monitoring

1. Each student is responsible for wearing properly dated radiation dosimeters (body and ring badges) at Clinical Affiliate Sites.

2. Badges will be mailed to students each month.

3. Each student is responsible for mailing used badges back to the Program Director.

4. Dosimeter loss or accident must be reported immediately to the Program Director.

5. The Program Director receives radiation dose reports from the RSO, and informs each student of his/her exposures.

6. Monthly radiation exposures for students must not exceed the maximum permissible dosage to occupationally exposed persons as established by state and federal agencies for radiologic health.

   The Office of Radiation Safety maintains a history of each individual’s exposure and anyone may examine his/her own radiation exposure record, or obtain a copy by sending a signed, written request to the Radiation Safety Office.

7. “High” Radiation Dosimeter Readings
   High or unusual radiation dosimeter readings are investigated by Thomas Jefferson University’s Radiation Safety Officer. Readings above designated “Investigation Levels” are evaluated with regard to workload and type of duties performed by the dosimeter wearer; adherence to proper work practices; proper care and use of the dosimeter; and possible exposure of the dosimeter to “non-occupational” radiation sources. In cases where it appears that the high readings may be due to inadequate safe work practices or improper use or storage of the dosimeter(s), the wearer is counseled by Radiation Safety Officer and/or the wearer’s supervisor(s).
APPENDIX F

University Policies and Procedures: Social Media

Policy No: 102.43
Effective Date: 3/25/2011

UNIVERSITY POLICIES AND PROCEDURES

Category: Administration
Title: SOCIAL MEDIA
Applicability: Thomas Jefferson University, Jefferson University Physicians

PURPOSE and POLICY
Thomas Jefferson University and its affiliated entities (“Jefferson”) respects the rights of its
students, faculty, staff, employees, contractors, consultants, temporary employees, guests,
volunteers and other members of the Jefferson community (“Jefferson Users”) to use social
networking sites (e.g., Facebook, MySpace, and YouTube), personal Web sites, Weblogs,
and Wikis such as Wikipedia and any other site where text can be posted (“Social Media”).

Use of Jefferson owned or provided computer hardware, software and other equipment which
support and facilitate voice mail, electronic mail and access to the Internet (“Electronic
Communications”) are the property of Jefferson. Accordingly, Jefferson Users must adhere to
the Electronic Communications and Information Policy, Number 102.27, when using
Electronic Communications to post text on social networking sites.

If a Jefferson User chooses to identify himself or herself as an
employee/student/faculty/guest/volunteer/temporary employee/or other member of the
Jefferson community when using Social Media for personal use, others may view the
Jefferson User as a representative or spokesperson of Jefferson. In light of this possibility,
Jefferson recommends that Jefferson Users not refer to Jefferson.

If the use of Social Media by a Jefferson User relates to the business/mission of Jefferson,
this Policy requires the Jefferson User to observe the following guidelines.

• To create Social Media related to the business/mission of Jefferson, please obtain prior
written approval from your Dean, JUP Executive Director, Hospital Senior Vice President, or
Kimmel Cancer Center Director. Please be aware that this type of Social Media is not an
open forum and postings must be related to Jefferson’s mission. Assign one or more
administrator(s) who are the only person(s) in charge of reviewing and approving content to
be posted to the Social Media. To obtain approval for use of the Jefferson name or logo on
Social Media, follow the Trademark Policy and include the name(s) of the administrator(s)
for the Social Media on the Trademark Request Form.
• Jefferson Users should be respectful in all communications related to or referencing
Jefferson and its community. Be clear in any references to Jefferson that you are speaking for
yourself and not on behalf of Jefferson, unless it is Jefferson created Social Media.
• If not otherwise publicly available, obtain the prior written approval of others of whom you wish to cite, reference and/or post a picture.

• Jefferson Users should discuss internal matters directly with a manager, Human Resources, or through other appropriate, internal channels, such as the University Omnibudsman, or Office of Student Affairs.

• Remember that all Jefferson Policies apply to the use of Social Media. Jefferson Users should review the appropriate Code of Conduct, Student Handbook, Operating Policy, Hospital Procedure and/or School/College Bylaw to ensure the use of Social Media is compliant.

• Remember that all applicable federal, state or local laws, such as (but not limited to) patient privacy laws or copyright laws, apply to the use of Social Media.

• Jefferson Users may not post or disclose confidential or other proprietary information of Jefferson.

• Jefferson Users who are contacted by a Social Media page/channel/site for comments or authorization to use Jefferson owned or controlled material, must: (i) contact Public Relations at 5-6300, (ii) follow Public Relations’ policies and (iii) secure the necessary approvals for comments and/or authorization to use Jefferson owned or controlled material.

ENFORCEMENT
Any Jefferson User found to have violated this Policy may be subject to appropriate disciplinary action, up to and including dismissal.

MODIFICATION OF POLICY
Jefferson reserves the right to revise this Policy at any time.

INTREPRETATION AND ADMINISTRATION
The Office of University Counsel shall be responsible for the interpretation of this Policy and the Office of the University President and the Office of the Director of Communications shall be responsible for the administration of this Policy.

Original Issue Date: 3/24/2011
Revision Date(s):
Review Date(s):

Responsibility for maintenance of policy: University Counsel

(Signature on File)

Approved by:
Robert L. Barchi, MD., PhD
President