Student Handbook

2015-2016

available on-line at:

http://www.unmc.edu/alliedhealth/currentstudents/policies.html
I hereby certify that to the best of my knowledge the attached is true and correct in both content and policy including standard of progress.

Janet McLaughlin
Office Manager
Certifying Official
Welcome to the UNMC College of Allied Health Professions!

Allied health is the term used to refer to the collective of as many as 200 health professions. Most of these professions deal with some aspect of providing diagnostic and treatment services, or operating leading-edge technologies that derive diagnostic data. It has been estimated that allied health professionals may constitute up to 60% of the approximately 12 million workers in the health care sector.

Allied health professionals and the quality services they provide are needed now more than ever, as many of the allied health professions are currently experiencing significant workforce shortages. For the time period between 2008 and 2018, the U.S. Bureau of Labor Statistics (BLS) has estimated that 26 percent of all new jobs created in the U.S. economy will be in the healthcare and social assistance industry. The BLS projects the healthcare industry will generate 3.2 million new jobs during this time period – more than any other industry.

The College of Allied Health Professions (CAHP) offers educational programs leading to careers in the following health professions:

- Cardiovascular Interventional Technology
- Clinical Laboratory Science
- Clinical Perfusion
- Computed Tomography
- Cytotechnology
- Diagnostic Medical Sonography
- Magnetic Resonance Imaging
- Medical Nutrition
- Nuclear Medicine Technology
- Physical Therapy
- Physician Assistant
- Radiation Therapy
- Radiography

The CAHP is a part of the UNMC academic health sciences center. An academic health sciences center offers multiple health education programs, as well as opportunities for education, patient care, and research. At UNMC students from medicine, nursing, pharmacy, public health and the allied health professions have opportunity to connect with one another, and participate in interdisciplinary instruction. Additionally, the CAHP boasts of engaging and accessible faculty who are devoted to helping students maximize their learning potential by providing contemporary, state-of-the-art education.

I wish you the very best for an exciting journey as an allied health professional.

Kyle P. Meyer, PT, MS, PhD
Dean
College of Allied Health Professions
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Section A. Overview

1. Governance of the College of Allied Health Professions

Kyle P. Meyer
Dean
College of Allied Health Professions

Educational Programs

Division of Academic & Student Affairs
- Greg Karst
  Assistant Dean for Academic & Student Affairs
- Janice Tompkins
  Director for Academic & Student Affairs

Division of Laboratory Sciences
- Clinical Laboratory Science
  Karen Honeycutt
  Program Director
- Clinical Perfusion
  David Holt
  Program Director
- Cytotechnology
  Amber Donnelly
  Program Director

Division of Primary Care
- Medical Nutrition
  Glenda Woscyna
  Program Director
- Physician Assistant
  Michael Huckabee
  Program Director
- Physical Therapy
  Joseph Norman
  Program Director

Division of Radiation Sciences Technology Education
- Cardiovascular Interventional Technology
  Tammy Jones, Program Dir.
- Diagnostic Medical Sonography
  Kim Michael
  Program Director
- Magnetic Resonance Imaging
  Stephanie Vas
  Program Director
- Nuclear Medicine Technology
  Marcia Hess Smith
  Program Director
- Radiation Therapy
  Lisa Bartenhagen
  Program Director
- Radiography
  Tammy Jones
  Program Director

Research Administration
- Laura Bilek
  Assistant Dean for Research Development
1. Governance of the College of Allied Health Professions – Continued

For a list of the current faculty and staff of the College of Allied Health Professions, see the CAHP website (http://www.unmc.edu/alliedhealth/faculty).

2. Governance of the University of Nebraska Medical Center

The current governance structure can be found on the UNMC website (http://www.unmc.edu/aboutus/leadership). The University of Nebraska Medical Center is one of four campuses in the University of Nebraska system. The other three campuses include the University of Nebraska Kearney, the University of Nebraska-Lincoln, and the University of Nebraska Omaha.

3. Academic Calendar

The current academic calendar can be found on the UNMC Student Services website (http://www.unmc.edu/studentservices). For questions regarding the academic calendar, contact CAHP Academic & Student Affairs.

4. Handbook Overview

This handbook provides information about the educational programs offered through the University of Nebraska Medical Center (UNMC) College of Allied Health Professions (CAHP). The CAHP faculty and administration, and the University of Nebraska Board of Regents have authorized statements presented in this bulletin as indicating current requirements, practice and procedures for application for admission to the CAHP and UNMC; student policies and procedures; course offerings, including courses available through distance education technologies; general and professional requirements for graduation; tuition and fees; and College and program accreditation.

The University expressly reserves the right to change, phase out, or discontinue any program. To read the University of Nebraska Board of Regents policy in its entirety, refer to the University of Nebraska Board of Regents Policies, RP-5.1.3 University Right to Change, Discontinue Programs. The College of Allied Health Professions complies with this policy, as outlined by the Board of Regents.

5. History

The Legislative Act of February 15, 1869, provided for the formation of the University of Nebraska, and included provision for a college of medicine. In 1883, the University of Nebraska College of Medicine was established at Lincoln. It continued in operation until the 1887 session of the Legislature withdrew its appropriation, necessitating discontinuance of the college on May 19, 1887. The Omaha Medical College, incorporated at Omaha in 1881, became a part of the University of Nebraska in 1902. The merger resulted in the first two years of the four year medical curriculum being given in Lincoln and the last two years in Omaha. Since 1913 the entire curriculum has been offered in Omaha.

The College of Medicine is a component of the University of Nebraska Medical Center, one of the four major campuses of the University of Nebraska System. At its October 1972 meeting, the Board of Regents of the University established the College of Allied Health Professions as a formal entity of the College of Medicine on the Medical Center Campus.

The University of Nebraska Medical Center has been engaged in the education of allied health personnel for five decades. Programs of a continuing and growing nature have been established and maintained in diagnostic, therapeutic and technological fields. Every estimate of the health care needs of the people of the United States recognizes the contributions of the allied health professions and brings forth the reminder that new and sometimes innovative allied health professional fields will be identified in the near future.

The education of allied health personnel at the University of Nebraska began in the early 1930s. The Clinical Laboratory Science Program (previously Medical Technology) was one of the first two programs in the College, awarding a Bachelor of Science degree for the first time in 1948.

The Radiologic Technology Program (now Radiography) was the other initial program, also offering a Bachelor of Science degree for the first time in 1948. In addition a certificate program in Radiologic Technology was offered until 1972 when it was replaced by an associate degree option. At that time, the
Nuclear Medicine Technology associate degree program was started, followed by the Radiation Therapy Technology certificate program in 1973. The Diagnostic Medical Sonography Program began as an on-the-job training opportunity in 1975, and was officially recognized as a program in the College of Allied Health Professions in 1988 when it became part of the Division of Radiation Science Education with the other three educational programs.

At its March 1988 meeting, the Board of Regents of the University approved the new division which incorporates the training of radiographers, nuclear medicine technologists, radiation therapy technologists, and diagnostic medical sonographers into one Bachelor of Science degree in Radiation Science Technology Education. In 1995, the Computed Tomography/Magnetic Resonance Imaging (CT/MRI) Program was added to the division, graduating its first students in 1996.

In addition to clinical laboratory science and the radiation science programs, the CAHP established additional educational programs including the Bachelor of Science degree program in Physical Therapy Education in 1970. This was replaced by the Master of Physical Therapy program in August 1989, and then replaced again by a Doctorate of Physical Therapy in 2001.

Likewise, the Physician Assistant baccalaureate degree program began in 1973, and was later replaced in 1993 by the Master of Physician Assistant Studies.

In addition to these formal degree programs, a post-baccalaureate generalist dietetic internship program was initiated in 1976 to provide experiences in clinical, administrative, community and consulting dietetics. Students in the Medical Nutrition Education program are awarded a post-baccalaureate certificate, and beginning in 2011, may now choose to continue on and complete a masters degree or PhD through the Medical Sciences Interdepartmental Area (MSIA) program.

Approval was obtained at the October 1989 meeting of the Board of Regents to establish a Clinical Perfusion Education Program within the CAHP. This new program admitted its first students in August 1990 and awarded a post-baccalaureate certificate upon completion of the 21-month training program. In May of 1999, the Clinical Perfusion Program was changed to offering a Masters of Perfusion Science degree.

Cytotechnology, was approved and accepted its first class for the fall semester 1994. A post baccalaurate certificate is awarded at completion of the Cytotechnology Program. In 2011, students were given the option for the first time to continue on and complete a masters degree through the Medical Sciences Interdepartmental Area (MSIA) program.

Computed Tomography (CT) and Magnetic Resonance Imaging (MRI) began in 1994 as well, and the Cardiovascular Interventional Technology (CVIT) program started in 2000. MRI received JRCERT accreditation status in May of 2012, and MRI and CT separated in 2013, with CT changing to a practicum.

Previously a part of the College of Medicine, the School of Allied Health Professions became its own college on July 1, 2015. The College of Allied Health Professions is the sixth college at UNMC, joining medicine, nursing, dentistry, pharmacy, and public health.

6. Mission
The mission of the College of Allied Health Professions is to advance health by:

- Delivering allied health educational programs that prepare graduates to provide high quality, evidence-based, safe care for all patients;
- Conducting scholarly activities that create and disseminate knowledge reflective of the unique contributions of allied health theory and practice;
- Providing high quality, contemporary clinical care in the allied health disciplines; and
- Providing outreach to underserved populations.

To read the mission statement for each CAHP program, see the appendices.
7. Purpose
The purpose of the College of Allied Health Professions is:

1. to provide the educational programs needed to prepare allied health professionals to serve as members of the health care delivery system;
2. to provide selected continuing education programs for practicing allied health professionals;
3. to provide opportunities for the faculty to further the body of knowledge within their disciplines through research and creative activity;
4. to provide consultant services and leadership to groups and organizations concerned with the delivery of health care;
5. to provide services as appropriate to patients and to the public so that the health of the populace may be improved and maintained.

8. Goals
The goals of the College of Allied Health Professions are:

1. to provide and supervise high quality academic programs and practical learning experiences for qualified students wishing to enter one of the selected allied health professions;
2. to provide students with a model education system that is based upon scientific and technological excellence and a concern for total patient care;
3. to provide the State of Nebraska, the region and the nation with graduated allied health professionals who will function as part of the health care delivery system;
4. to provide the continuing education programs to fulfill the needs of allied health professions in the State of Nebraska, the region and the nation;
5. to develop and provide selected post-graduate programs for allied health professionals who wish to increase their proficiency as teachers, researchers and administrators in the health care delivery system;
6. to periodically provide for the review of existing programs through critical self-analysis; maintain and improve present cooperative programs; and encourage research and the development of new and innovative programs that will improve the delivery of health care;
7. to provide an environment that will meet the needs and goals of individual students and will stimulate the faculty to engage in creative activity and to continue their own education;
8. to provide assistance in health manpower planning on a state-wide and regional basis and to cooperate with other health care agencies to improve the quality of health care;
9. to provide, within the educational framework, service to the community and state in health care delivery.

9. Accreditation
UNMC enjoys full accreditation of all its colleges, programs, and sites by The Higher Learning Commission and is a member of The North Central Association of Colleges and Colleges:

30 North LaSalle Street, Suite 2400
Chicago, IL  60602-2504
Telephone: 800-621-7440
Website: www.ncahigherlearningcommission.org

In addition to the Higher Learning Commission, all CAHP academic programs are accredited by nationally recognized programmatic accreditations. To see program specific accreditation information, refer to the appendices.
1. Responsibilities & Rights of Students

The Bylaws of the Board of Regents protect the rights of each member of the university community. Each individual has the right to be treated with respect and dignity, and each has the right to learn. With these rights comes the responsibility of each individual to maintain an atmosphere in which others may exercise their human rights and their right to learn. Chapter V of the bylaws fully delineates the rights and responsibilities of students. This is also detailed in the “Bylaws of the Board of Regents” section in the UNMC Student Handbook.

2. Statement of Non-Discrimination

The University of Nebraska Medical Center is committed to being an institution in which employees can realize their maximum potential in the workplace and students can engage fully in the learning process. Diversity in a representative faculty, student, and staff population is a hallmark of a premier academic and dynamic institution. To read the UNMC Non-discrimination policy in its entirety, refer to the UNMC Student Handbook. The policy and enforcement of the policy are detailed in the Chancellor’s memorandum on conduct. The College of Allied Health Professions supports and adheres to this non-discrimination policy, as outlined in the UNMC Student Handbook.

3. Statement of Diversity

It is the belief of the College of Allied Health Professions that diversity within the College at all levels enhances the quality of the education offered to our students. It also improves the level of service our professions provide to other healthcare professionals and to the public. A broad range of viewpoints facilitates better answers to complex questions. Understanding those viewpoints facilitates the delivery of better healthcare and service to those served by our professions.

4. UNMC Code of Conduct

The University of Nebraska Medical Center faculty, administrators, staff and students comprise an academic health science community. Within this community professionalism is expected and should be fostered at all levels. To review the policy on professionalism, refer to the “University of Nebraska Medical Center Code of Conduct” in the UNMC Student Handbook.

5. General Performance & Conduct

During clinical service rotations, students in the College of Allied Health Professions will adhere to the performance and conduct guidelines established for employees of the institution in which they are serving, including the University of Nebraska Medical Center. Additionally, students must abide by the following:

1. Any conduct which interferes with goals of UNMC or of the individual departments or programs in the College of Allied Health Professions will result in disciplinary procedures in accordance with the CAHP Student Discipline Policy.

2. Faculty or supervisors should address the student’s inappropriate conduct at the time it occurs in order to provide counseling and effect corrective behavior. Such conduct must be reflected in the performance appraisal, but should also be discussed in advance of the appraisal.

6. Privacy, Confidentiality & Information Security Policy

Students must observe the same principles of confidentiality as do staff and employees. It is the responsibility of all UNMC workforce, including students, to respect the highest level of privacy for their patients, colleagues, and other members of the University community, as is detailed in UNMC Policy No. 6045 Privacy, Confidentiality and Information Security. To review the policy on Confidentiality, refer to UNMC Policy No. 6045 on the UNMC website.

In addition to UNMC Policy No. 6045, students will adhere to the following guidelines for the College of Allied Health Professions:
Patient Privacy & Confidentiality
- No information about a patient’s care or an institution’s affairs is to be repeated to anyone not directly involved in the situation.
- All patients have the right to expect that case discussion, consultation, examination and treatment will be conducted in a setting which provides maximum privacy. Students and staff should endeavor to review records in a location which provides privacy and which protects the information from unauthorized persons.
- Knowledge of patient information should remain confidential and not open to discussion in hallways, the cafeteria, elevators, and social situations outside the institution.

Student access
- Students must present proper identification and written permission of the instructor when requesting records from the Medical Records Department. They must review these records in the Medical Records Department. Discussion of patient information is allowed while on bedside rounds, but students are not to include patient-identifiable elements in class presentations.

Research
- Medical records will be made available for research purposes only if the requesting individual has obtained approval from the Institutional Review Board.

7. Dress & Grooming
Students are required to maintain a neat, professional appearance in all educational activities. Individual programs publish specific requirements appropriate for their own students in different settings, and may be found in the appendices.

Students whose attire or grooming does not meet the program’s standards may be dismissed from the educational activity, and disciplinary action may be taken as specified in the program requirements.

8. Professional Address
Students are to show respect through the forms which they use in addressing patients, staff and faculty.
   1. Patients should be addressed with the titles Mr., Miss, Mrs., or Ms. as appropriate.
   2. Staff and faculty who hold doctoral degrees should be addressed as Doctor. Others should be addressed with courtesy.
   3. Any uncertainty about the appropriate form of address should be resolved by asking the person involved how he or she prefers to be addressed.
   4. Slang names are discouraged.

9. Alcohol & Drugs
The University of Nebraska Medical Center students are expected to read, understand, and abide by the “Substance Abuse or Dependency Standards of Conduct – Alcohol & Drugs.” The Standards of Conduct statement covers counseling programs, health risks, uses and effects of controlled substances, federal and state legal sanctions and UNMC sanctions for violations. To review the Standards of Conduct, refer to the UNMC Student Handbook.

10. Tobacco Use
The UNMC campus is tobacco-free. This policy prohibits tobacco use on all indoor and outdoor properties owned and maintained by UNMC, including leased properties as well as parking lots. To view the Tobacco-Free Campus policy in its entirety, refer to the UNMC Student Handbook.
Section C. Student Affairs

1. Tuition & Fees
Tuition and fees charges are subject to change without notice. The current tuition and fee rates are available on the UNMC Financial Aid website (http://www.unmc.edu/financialaid). Estimated Tuition and Related Expenses for each program are available on each program’s website. Please see the CAHP website at http://www.unmc.edu/alliedhealth.

Students who withdraw from the University during any term for which they are registered may be entitled to a refund of the portion of the tuition, based on the UNMC Tuition refund schedule. To view the UNMC Tuition Refund schedule, refer to the UNMC Financial Aid website (http://www.unmc.edu/financialaid).

2. Financial Aid
The University of Nebraska Medical Center offers several financial aid opportunities to assist students in the financing of their health professions education. The UNMC Office of Financial Aid administers four basic types of aid; academic scholarship, grants, loans, and student employment.

In addition, the College of Allied Health Professions has established scholarships in the name of recipients of the “Outstanding Service to the Allied Health Professions” award. A $500 scholarship is granted annually to an allied health student in the name of the award recipient on the basis of scholarship and/or financial need.

Students who withdraw should refer to the UNMC Financial Aid Office for details on possible repayment. For more information on financial aid, see the financial aid website at http://www.unmc.edu/financialaid.

3. Residency
For questions regarding resident status, contact UNMC Student Services. Information on Nebraska residency and contact information for Student Services can be found on their website: http://www.unmc.edu/studentservices.

4. Military & Veterans Benefits
The College of Allied Health Professions proudly supports the educational aspirations of all active duty military and veterans of the United States Armed Forces. All CAHP programs adhere to the policies of each branch of the US Armed Forces in order to work with active duty military personnel who are eligible for tuition assistance. Students who have questions about using military tuition assistance and other military benefits should contact UNMC Financial Services.

The Department of Veteran Affairs has approved all of the CAHP academic programs for VA benefits. All men and women planning to attend a program in the College of Allied Health Professions who are eligible for educational assistance and vocational rehabilitation administered by the Veterans Administration, including the Montgomery GI Bill and the Post 9/11 GI Bill, should contact the Office of Academic Records with any questions prior to registration. Additionally, UNMC is a Post 9/11 GI Bill Yellow Ribbon Program participant.

5. Campus Services & Activities
The University of Nebraska Medical Center provides numerous services and activities to its students. For a complete list of services and activities, including Student Health Services, Student Counseling, housing information, student and alumni organizations and more, refer to the UNMC Student Handbook.

6. Transcripts
Unofficial transcripts: To view or print an unofficial transcript, current students should refer to the student information system.

Official transcripts: To request an official transcript, follow the instructions outlined on the UNMC Student Services website at www.unmc.edu/studentservices.
Section D. Academic Affairs

1. Grading System
The grading system used by the programs within the College of Allied Health Professions for courses in which objective evaluation procedures such as examinations are employed is as follows. The grading scale below is used for most courses, or as outlined in each course syllabus. Additionally, the quality points are calculated according to the system below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Quality Points</th>
<th>Other Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97.00-100.00</td>
<td>4.00</td>
<td>I – Incomplete</td>
</tr>
<tr>
<td>A</td>
<td>93.00-96.99</td>
<td>4.00</td>
<td>NR – No Report</td>
</tr>
<tr>
<td>A-</td>
<td>90.00-92.99</td>
<td>3.67</td>
<td>WX – Administrative withdrawal</td>
</tr>
<tr>
<td>B+</td>
<td>87.00-89.99</td>
<td>3.33</td>
<td>W – Withdrawal</td>
</tr>
<tr>
<td>B</td>
<td>83.00-86.99</td>
<td>3.00</td>
<td>P – Pass</td>
</tr>
<tr>
<td>B-</td>
<td>80.00-82.99</td>
<td>2.67</td>
<td>NP – No Pass</td>
</tr>
<tr>
<td>C+</td>
<td>77.00-79.99</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>73.00-76.99</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>70.00-72.99</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>67.00-69.99</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>63.00-66.99</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>60.00-62.99</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

The Honors (H), Pass (P), Fail (F) grading system may be used for some courses when deemed appropriate by the instructor.

2. Class Standing & Promotion
The grade earned in each course is determined by the course instructor. Appropriate methods of evaluation may include written, oral and/or practical examinations, personal observation of performance, and appraisal of the quality of work performed for all required projects and assignments.

Any course for which all requirements have not been fulfilled by a student may be reported by the instructor as "Incomplete". The instructor thereby indicates that the student's progress in the course is satisfactory, and that the student has been allowed additional time to complete a course in which a passing grade is possible. Students must resolve a grade of "Incomplete" no more than one year from when the grade was issued. However, instructors may choose to grant a student less time to complete the course. If the student does not complete the course in the allowed additional time, a failing grade is reported for the course.

The faculty of each program reserves the right to recommend that a student withdraw if health, scholastic standing, clinical or laboratory performance, or other factors make it impractical and inadvisable for the student to continue in the program. For more information on program withdrawal, see Section G. Academic Policies & Procedures.

3. Program Curricula
All CAHP curricula must be submitted to and approved by the CAHP Curriculum Committee. Members of the committee represent each of the CAHP educational programs and are appointed by the Dean of the College of Allied Health Professions. Course syllabi are catalogued and archived, and maintained by CAHP Academic & Student Affairs.

For a listing of each program's curriculum, see the Curriculum sections in the appendices.
1. **Acceptable Transfer Credit & Course Requirements**

As directed by The University of Nebraska Board of Regents, credit hours presented for transfer by applicants will be recorded by the University and be made a part of the student’s permanent University record.

The applicability of transferred credit to entrance and degree requirements or petitions for advanced standing is determined by the program through the admissions committee on an individual basis after all necessary applications materials have been submitted. Each program within the College of Allied Health Professions reserves the right to accept or reject any transfer hours and to determine how transfer credits apply toward the specific degree awarded by each program.

*Credits must be earned at a regionally-accredited institution of higher learning. A maximum of 66 semester credit hours of college-level hours earned will be accepted from a community college.*

Please note that applicants to the College of Allied Health Professions must:

- Complete the minimum number of hours of specific college prerequisite courses required by their anticipated program of study **prior to enrollment** in the program;
- Present a C- or better for all prerequisite coursework.

Specific college prerequisite coursework for each program of study is listed in each program appendix. Coursework which will **not** apply to admission or degree requirements are as follows:

- Hours graded “D+” or lower from any institutions whether accredited or non-accredited;
- Courses graded Incomplete or Withdrawal and audit courses;
- Courses completed but with no credit awarded;
- Remedial courses will not be recognized, even though credit may have been awarded, since these courses are considered to be pre-college level;
- Courses that are primarily continuing education in nature.

It is emphasized that even though coursework may transfer, each CAHP program of study is the final authority on how these courses and credits apply toward the degree that the program awards. Each CAHP academic program reserves the right to evaluate applicability of credits older than 5 years. Transfer credits are recorded with no grade or quality points assigned. However, all grades from previous coursework will be considered for admission purposes.

2. **Credit by Examination**

Students who believe they are prepared to pass an examination covering content in prerequisite courses are encouraged to do so as long as they do not surpass the maximum number of credit by examination hours that will be accepted. The maximum number of credit by examination hours that will be accepted for transfer is **6**. The most commonly used methods of obtaining credit by examination are as follows:

**Advanced Placement Program (APP)**

College Entrance Examination Board (CEEB) Advanced Placement Program examinations are used to grant college credit to talented high College students completing college-level study in high College. APP hours awarded by other institutions are transferrable for enrolled students by submitting an official college transcript. Each CAHP program of study will determine if credit hours earned by APP examinations will be accepted in the math and sciences, or will only be used to satisfy elective course requirements. APP credit will count towards required hours from a baccalaureate degree-granting institution, if applicable.
College Level Examination Program (CLEP)
CLEP Subject and General Exams are recognized at UNMC for students who apply for admission and complete enrollment. CLEP hours appearing on the transcripts of other institutions are not honored for transfer. Official score reports must be submitted to the institution before credit can be awarded.
A maximum of 6 credit hours will be accepted for transfer. Any credit earned in a math or science subject area will only be used to satisfy elective course requirements, and only 3 credit hours will be used to satisfy an English requirement (unless otherwise stated by the program). Credit hours earned by CLEP examinations will count towards required hours from a baccalaureate degree-granting institution, if applicable.

Defense Activity for Non-Traditional Education Support (DANTES)
DANTES exams provide opportunities for military personnel to continue their education while on active duty with the Armed Forces of the United States. DANTES hours appearing on the transcripts of other institutions are not honored for transfer. Official score reports must be submitted to the institution before credit can be awarded.
A maximum of 6 credit hours will be accepted for transfer. Any credit earned in a math or science subject area will only be used to satisfy elective course requirements, and only 3 credit hours will be used to satisfy an English requirement (unless otherwise stated by the program). Credit hours earned by DANTES exams will count towards required hours from a baccalaureate degree-granting institution, if applicable.

3. American Council on Education (ACE) Recommendations
Currently enrolled students and new applicants submitting official records of service College are awarded credit as directed by the Guide to Evaluation of Educational Experience in the Armed Services. Many service Colleges are not identified as “collegiate” in nature and credit is not awarded. Hours for collegiate Colleges are recorded on the student’s permanent military record. There is no requirement for a score other than endorsement by the ACE guide and an official record of completion of the service College.
Education experience hours appearing on the transcripts of other institutions are not accepted for transfer. The applicant must submit an official Joint Services Transcript (JST). Each CAHP program of study will determine if credit hours earned in the Armed Services will be accepted in the math and sciences, or will only be used to satisfy the elective course requirements.

4. Foreign Coursework Requirements
All students who completed coursework from a foreign institution must have the transcript evaluated by an approved evaluation agency. For a current list of approved agencies, see the list below. Applicants may be required to take preadmission courses in the United States as designated by the admissions committee based on the foreign transcript evaluation.

Approved Foreign Transcript Evaluation Agencies

<table>
<thead>
<tr>
<th>Agency</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACRAO International Education Services</td>
<td>202.296.3359</td>
<td><a href="http://www.ies.aacrao.org">http://www.ies.aacrao.org</a></td>
</tr>
<tr>
<td>International Education Research Foundation, Inc. (IERF)</td>
<td>310.258.9451</td>
<td><a href="http://www.ierv.org">http://www.ierv.org</a></td>
</tr>
<tr>
<td>Educational Credential Evaluators, Inc.</td>
<td>414.289.3400</td>
<td><a href="http://www.ece.org">http://www.ece.org</a></td>
</tr>
<tr>
<td>World Education Services, Inc.</td>
<td>212.966.6311</td>
<td><a href="http://www.wes.org">http://www.wes.org</a></td>
</tr>
</tbody>
</table>
5. English Proficiency Requirement
The College of Allied Health Professions wants all students to be successful in their coursework and be active participants in the educational experience. Therefore, all students whose native language (or language of nurture) is not English need to show proof of English proficiency for admission to UNMC. All students must possess the ability to read English with ease, understand English as used in health professions educational and clinical settings, and express thoughts quickly and efficiently in spoken as well as written English.

English proficiency for institutional entrance into our programs can be demonstrated by any one of the following two ways:

1. Successful completion* of 45 semester hours (or equivalent) of coursework at a college or community college in the United States (excluding English as a Second Language or remedial courses). No more than 15 of the 45 hours can be completed in an online or correspondence course.

   *Successful completion requires the student to earn a grade of C or better for the course.

2. English Proficiency examination: Applicants must provide examination results from either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) to certify their proficiency using an examination. All scores must be no more than two years old.

   For minimum score requirements, please see our website at www.unmc.edu/alliedhealth/admissions/english-proficiency.html.

6. Admission Requirements
Admission requirements including prerequisite coursework, dates for applying and application procedures vary for the programs and are summarized on each program’s website. Additional information can be found in the appendices. The potential applicant should become acquainted with this information prior to completing online application forms.

Enrollment in each program is limited and competitive. Evaluation of the qualifications of each applicant and the final selections for admission are made by the admissions committee of each program, which comprises program faculty and administration.

Students in each program of the College of Allied Health Professions shall be admitted and shall enjoy the programs and privileges of the University without regard to individual characteristics other than qualifications for admission, academic performance, and conduct in accord with University policies and rules and laws applicable to student conduct.
1. Admitted Students

Upon acceptance by a CAHP program, all admitted students must complete several steps prior to
enrollment and registration in the College of Allied Health Professions. Specific steps are outlined for new
students in the New Student Orientation course, as well as in this section of the CAHP Student Handbook.

2. Compliance Training

The University of Nebraska Medical Center is committed to complying with mandatory state and federal
regulations. Students are expected to complete all compliance training prior to each deadline. To read the
Compliance Training Policy in its entirety, refer to the UNMC Student Handbook. Compliance training
requirements for admitted students are also outlined in the CAHP New Student Orientation course. For
questions regarding compliance training, contact CAHP Academic & Student Affairs.

3. Student Background Checks & Drug Screening

All accepted students must undergo a background check. Healthcare facilities where students complete their
clinical experiences require the background checks and may also require drug screening. Specific
procedural details will be provided to students in the CAHP New Student Orientation Course. For questions
regarding background checks and drug screening, contact CAHP Academic & Student Affairs.

4. Infectious Diseases Reporting Requirements

All students must read, understand, and comply with the “UNMC Student AIDS and Other Bloodborne
Pathogens Policy,” as outlined in the UNMC Student Handbook.

5. Student Vaccinations

All students must read, understand, and comply with the “Student Medical History/Vaccinations Policy,” as
outlined in the UNMC Student Handbook.

6. Identification Cards

UNMC policy states that ID badges must be worn above the waist and visible at all times while on UNMC
property. For a complete description of the ID policy, as well as information on replacing and returning ID
cards, refer to the UNMC Student Handbook. Information on obtaining an ID badge is also outlined in the
CAHP New Student Orientation course.

7. Parking

Parking is available to all UNMC students by purchasing a parking permit. For details on purchasing a
permit, see the Parking section in the UNMC Student Handbook. Instructions for purchasing a parking
permit are also outlined in the CAHP New Student Orientation course.

8. Family Educational Rights & Privacy Act (FERPA)

In accordance with Federal law as established in 1974 by the Family Educational Rights and Privacy Act
(FERPA), the University of Nebraska Medical Center maintains the confidentiality of student education
records and allows students to inspect and review information in their educational records. At its discretion,
the University may provide directory information in accordance with the provisions of the Act. Directory
information at the University of Nebraska is defined as:

- Student name;
- Home address;
- Telephone number;
- Major field of study;
- Dates of attendance;
- Degrees and awards received;
- Most recent previous educational agency or institution attended;
- Participation in officially recognized activities and sports.
Students are given the option to withhold directory information. For more information on non-disclosure or to read the FERPA policy in its entirety, refer to the UNMC Student Handbook.

All requests for student information, including copies of official student documents, letters from faculty and/or staff of the College of Allied Health Professions, telephone references from faculty and/or staff of the College of Allied Health Professions, or letters from any individual representing the University of Nebraska Medical Center must be made in writing. Students must use the CAHP Request for Release of Personal Information form, which can be found on the CAHP Current Students website at http://www.unmc.edu/alliedhealth. For questions regarding this form, contact CAHP Academic & Student Affairs.

9. Orientation
In an effort to prepare admitted students for their programs of study in the College of Allied Health Professions, students are asked to complete a New Student Orientation course. The orientation course is required for all students taking classes in their new program of study for the first time. The course does not cost anything, and students will not receive a grade; however, they will not be allowed to start their program coursework until the orientation class is completed. The course includes important pieces such as compliance, immunizations, required forms, student handbooks, and orientation schedules. Students will be given access to the course several months prior to the start of their program, and will have access to the course throughout their time in the program so that they can refer back to any information that is available in the course. For questions regarding the CAHP New Student Orientation course, contact CAHP Academic & Student Affairs.

10. Registration
All CAHP students register for courses on a semester basis online in MyRecords, the student information system. CAHP Academic & Student Affairs sends out information on registration to all students prior to each registration period. See the UNMC Academic Calendar for specific dates, including Add/Drop dates. For questions regarding the registration process, contact CAHP Academic & Student Affairs.

For additional information on registration, including auditing courses and adding or dropping courses, see the UNMC Student Handbook.

**Student Holds:** A hold will be placed on a student’s record, including previous students and graduates, who have outstanding obligations. Such obligations include delinquencies in tuition and fees; failure to meet student loan repayment schedules; failure to return Medical Center supplies, materials and equipment; failure to complete pre-enrollment requirements (as outlined in the New Student Orientation course); unresolved parking tickets and fines, library fines, and other similar obligations to the Medical Center or other University of Nebraska campuses.

The placement and release of a hold on a student, previous student or graduate will be the responsibility of the office/unit to which the obligation is outstanding. Upon placement of a hold, the individual will be denied readmission, transcripts and registration for subsequent terms; will have diplomas and grade reports withheld; will not have attendance verification for leans processed, and may be disenrolled from current courses.
1. **Academic Integrity**

   In order to assure an understanding between students, faculty and staff concerning what types of activity constitute violations of academic integrity, several definitions and examples have been detailed in the UNMC Student Handbook.

2. **Attendance at Classes & Clerkships**

   Each student is required to attend all classes, lectures, and clinical experiences specified by the program and by the instructor of each class in which he or she is enrolled. If it is necessary for a student to be absent, the instructor, supervisor and/or program director should be notified in advance if possible. Any absence must be excused by the instructor, supervisor, or director as specified by the program.

   If allowed by the program, the student is responsible for arranging to make up any time or assignments missed.

   Failure to meet the program’s attendance requirements may result in corrective action, including academic probation or dismissal. Specific policies and procedures in this regard are determined by the individual programs in the College of Allied Health Professions, and are available for review in the appendices.

3. **Clinical Education Experiences**

   Practical experience in various settings is an important component of the programs in the CAHP. Such hands-on experiences provide a unique form of learning and contribute to professional development.

   Clinical experiences provided for students must adhere to guidelines established by the U.S. Department of Labor. In addition, to encourage learning through practical experience, CAHP programs will follow the guidelines listed below.

   **Guidelines**

   1. Specific, definable educational objectives will be provided for students regarding practical experiences related to their discipline. Evaluations of performance will be based on the objectives, with methods determined by the individual program.

   2. Students may be assigned tasks that would otherwise be performed by professional staff members, but, in all cases, the purpose of such assignments shall be education, i.e., developing mastery of techniques and reinforcing knowledge.

   3. Reinforcement by repetition may be desirable and is encouraged.

   4. Supervisors in all practical experience rotations will be informed of the U.S. Department of Labor Employment Relationship Under the Fair Labor Standards Act. (See Minimum Wage Ruling below.) All criteria specified must be met to assure that students are not employees as defined by the Act.

   **Minimum Wage Ruling**

   The U.S. Department of Labor publication entitled Employment Relationship Under the Fair Labor Standards Act, dated February 1973, states the following under the heading Trainees:

   
   The Supreme Court has held that the words “to suffer or permit to work,” as used in the Fair Labor Standards Act (FLSA) to define “employ,” do not make all persons employees who, without any express or implied compensation agreement, work for their own advantage on the premises of another. Whether trainees or students are employees of an employer under the FLSA will depend upon all of the circumstances surrounding their activities on the premises of the employer. If all of the following criteria apply, the trainees or students are not employees within the meaning of the Act:
1. The training, even though it includes the actual operation of the facilities of the employer, is similar to that which would be given in a vocational College;
2. The training is for the benefit of the trainees or students;
3. The trainees or students do not displace regular employees, but work under their close observation;
4. The employer that provides the training receives no immediate advantage from the activities of the trainees or students and, on occasion, his operations may actually be impeded;
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

4. Evaluation of Student Performance

Students enrolled in programs in the College of Allied Health Professions are expected to make satisfactory academic progress toward the completion of their programs’ requirements. Where appropriate, these standards are to be established in accordance with the standards set by the accrediting agency for each program.

The faculty of each program reserves the right to recommend that a student withdraw if health, scholastic standing, clinical or laboratory performance, unprofessional behavior or other factors make it impractical or inadvisable for the student to continue in the program.

Academic grades are based on evaluation of professional behaviors, knowledge and theory, and technical competencies. A program may recommend dismissal of a student based on failure in any one of these domains of learning.

Each program of study in the College of Allied Health Professions will utilize a system of evaluations that assures fair evaluation practices will be utilized on a regular and consistent basis.

The system will include:

1. An evaluation of the domains of learning appropriate for the particular course or clinical rotation. Domains assessed will include the cognitive (knowledge), affective (professional behavior), and psychomotor (technical skills);
2. A description of minimal passing performance level (standards) in the cognitive, affective, and psychomotor domains for each course and clinical rotation;
3. A time frame for evaluation of the three domains that is based on the length of the program, with a minimum of two evaluations completed before the mid-point of the clinical component of the program;
4. A description of how the final grade is derived from the areas evaluated.

Students will be informed of the expectations in all three learning domains at the beginning of each course or clinical rotation.

Procedure for Clinical Evaluations

1. Clinical evaluations also include the three domains of learning: cognitive (knowledge), affective (professional behaviors), and psychomotor (technical skills).
2. The student will receive a minimum of two evaluations before the midpoint of the clinical component of the program.
3. Students who perform at a non-acceptable level as defined by the program, in any of the three domains, may be placed on probation in accordance with specific program policies and procedures.
4. The student will be informed of the results of his or her performance evaluations in a timely manner.
5. The instructor/preceptor will inform the Program Director/Clinical Coordinator of evaluation results immediately upon completing the evaluations.
6. Evaluations, supporting documentation and counseling notes will be retained in the student's file according to University of Nebraska policy (30 days following posting of grade OR returned to student). (See policy on Retention of Evaluation Materials, below.)

7. The instructor/preceptor/clinical coordinator will provide written, dated documentation of incidents that support the evaluation of a student who has failed to achieve minimal passing standards in the course or clinical rotation.

8. A second unacceptable evaluation may result in dismissal from the program.

**Procedure for Didactic Course Evaluations**

The grade earned in each course is determined by the course instructor, based on standards established by each program. Each academic program has established its criteria for satisfactory completion of course requirements and minimum GPA for continuation in the program. Further detail can be found in the Program-specific Policies & Procedures sections in the appendices. The grading scale outlined in Section D of this document is used for most courses.

**5. Retention of Evaluation Materials**

Materials used in the Academic Evaluation of Students must be retained in accordance with the policy set by the University of Nebraska. That policy can be reviewed in the UNMC Student Handbook.

**6. Satisfactory Academic Progress for Financial Aid**

Federal law requires that institutions participating in federal financial aid programs establish standards of “satisfactory progress” for receiving federal financial aid eligibility. These standards have been created for the University of Nebraska Medical Center for students enrolled full-time and can be reviewed in the UNMC Student Handbook.

In addition to those standards, the College of Allied Health Professions has defined Satisfactory Academic Progress for financial aid for students enrolled part-time, which meets the federal requirement and also provides a consistent policy for equitable distribution of limited financial aid resources.

**Measurable satisfactory progress for part-time students**

1. Students admitted to a degree/certificate program who are enrolled less than full-time, but at least half-time at the start of an academic year (6-11 hours in professional/undergraduate programs and 5-8 hours in graduate programs) must, each academic year:

   a. Maintain the same GPA standard as full-time students.

   b. Successfully complete all course work for which registered each academic year or, if applicable, progress to the next grade level in their degree/certificate program.

Students not meeting these standards who are approved for continued enrollment shall be placed on financial aid probation, but must fulfill these standards by the end of the next academic year of enrollment. In addition if applicable, part-time students must progress one grade level in their degree/certificate program after every two academic years. Students not meeting these standards shall be suspended from financial aid eligibility unless an extension is approved due to mitigating circumstances.

Additionally, a student, full-time or part-time, who at any time is placed on academic probation or is suspended by the College or program, regardless of the above standards, is automatically placed on financial aid probation or suspended from financial aid eligibility.

**Appeal and reinstatement of financial aid eligibility**

Students wishing to appeal their status of financial aid probation or suspension may do so, in writing, to the Financial Aid Office using the outlined procedure in the UNMC Student Handbook.
7. Student Appeals of Academic Evaluation
Any student who believes that evaluation of his or her academic progress has been prejudiced or capricious may appeal that evaluation using the outlined procedure in the UNMC Student Handbook.

Students’ appeals will be reviewed by the faculty-student appeals committee. Students should note, however, that this committee shall not have jurisdiction over appeal by students where disciplinary action is proposed because of violation of law or of university rules or regulations, disruptive or insubordinate behavior, or academic dishonesty such as cheating or plagiarism. Such matters are the jurisdiction of the College’s student discipline hearing board.

8. Academic Probation
Each program in the College of Allied Health Professions will establish minimum standards which a student must meet to continue progress toward a degree or certificate. If a student fails to meet those standards, he or she may be placed on academic probation if the program deems such action appropriate.

Academic probation will be allowed for only one semester during a student’s course of study. Failure of the student to raise his or her cumulative grade point average or to earn minimum required grades during the probationary semester and all subsequent semesters will result in dismissal from the program. Each program’s minimum standards for academic probation can be found in the appendices in the program-specific policies and procedures sections.

9. Leave Time
Each program within the College of Allied Health Professions will determine policies and practices for its students in the areas of vacation, sick leave, pregnancy leave and leave for other personal matters. These are outlined in the appendices in the program-specific policies and procedures sections.

10. Absences & Withdrawals
A leave of absence (LOA) for a limited time may, under exceptional circumstances, be granted by the program director. Any such leave of absence granted shall be solely within the discretion of the program faculty, and ultimately the program director, based upon the merits of the request, evaluated on a case-by-case basis. This is merely a justification for absence and not an excuse from any course requirements.

If a student in good standing finds it necessary to withdraw from the University before the close of a current term, the Dean of the College of Allied Health Professions may grant that permission. If the student is a minor, withdrawal is granted at the request of the parents or guardian.

Students who wish to request a withdrawal or LOA must complete the appropriate paperwork prior to the effective date of the withdrawal or LOA and be counseled by the Director for Academic & Student Affairs, as well as the UNMC Financial Aid Office, if applicable.

11. Student Discipline
Each student in the College of Allied Health Professions shall be afforded due process in matters relating to student discipline. Each program director holds primary responsibility for student discipline. The CAHP is part of an educational institution in which there is an atmosphere of learning, as well as a sense of community. The College prides itself upon the principles of academic integrity, self-respect and individual responsibility.

Students enrolled in the CAHP assume an obligation to conduct themselves in a manner compatible with these principles. Those who choose not to do so may be subject to disciplinary action by individuals or duly constituted groups within the College. Examples of misconduct for which students are subject to disciplinary action include, but are not limited to, the following:

1. Dishonesty in any form, such as cheating, academic misconduct, fabrication, plagiarism, misuse of identification cards and furnishing false information to the College or college.
2. Obstruction or disruption of any academic, social or administrative activity.
3. Threats, physical harm or verbal abuse of any person on institutional property or at institutional-sponsored activities.
4. Theft of or damage to property of the institution.
5. Unauthorized entry into UNMC facilities.
6. Violation of rules governing institution facilities.
7. Use, possession, sale or distribution of narcotics or abusive drugs or stimulants.
8. Drunkenness, or use, possession, sale or distribution of alcoholic beverages on institution property.
9. Gambling on institution property.
10. Unauthorized possession or use on campus of explosives or firearms.
11. Failure to comply with the directions of institution officials acting in the performance of their duties.

For detailed information on student disciplinary procedures, refer to the UNMC Student Handbook. Specific program policies on academic dismissal and other student discipline may be found in the appendices.

12. Students Called to Active Duty in Military Service
The policy regarding all University of Nebraska students that may be called to active duty is outlined in the UNMC Student Handbook.

13. Requirements for Graduation
The certificate or degree in any program is granted only under the following conditions:

1. The candidate for certificate or degree must have proven his or her competence in the health profession of his or her academic major.
2. The candidate must have passed all required courses in which he or she has been registered, unless a waiver is approved by the program director.
3. The candidate must have discharged all indebtedness to the University of Nebraska.

All students must complete an Application for Degree; instructions for this process will be provided to eligible students by CAHP Academic & Student Affairs.

14. Degrees & Honors
Degrees are conferred by the Board of Regents upon recommendation by the academic faculty of the College of Medicine, following the recommendation of the faculty of each program, and of the Dean of the College of Allied Health Professions.

The student must have a minimum cumulative grade point average of 3.5 for those credit hours specified by his or her professional program and be enrolled as a full-time student to be eligible for graduation with honors.

Awarding of degrees with honors will be based on grade point average. Additional criteria may be considered. Three categories of honors may be awarded:

1. Highest Distinction
2. High Distinction
3. Distinction

No more than 20 percent of each graduating class will be eligible for graduation with honors. Within this 20 percent, the following percentages of students may receive the indicated designations for honors:

1. 2% Highest Distinction
2. 8% High Distinction
3. 10% Distinction
1. **Use of Student Addresses for Commercial Purposes**

The release of student names, addresses and other information for commercial (sales or sales promotional) purposes is prohibited except in the case of approved services to students which are of benefit to both the University and the student, e.g., mailings to students to offer the optional inpatient insurance program.

Companies and others desiring to announce or promote products and/or services or to offer items for sale or promotion to CAHP students may provide items or information about such items for “blind” distribution to students through CAHP Academic & Student Affairs. Such items might be personalized with the student name, and names may be provided to the company or concern at the discretion of the Dean of the College of Allied Health Professions. (An example of such an item might be nameplates provided to graduating pharmacy students.) Items or information may contain a response card through which the student may elect to provide personal information to the commercial concern.

Nothing in this policy shall conflict with the University’s right to release appropriate information on individual students as provided for in the Family Educational Rights and Privacy Act as outlined in the UNMC Student Handbook.

2. **Sale of Names & Addresses for Fundraising**

A list of student names and addresses may not be sold by individuals, classes or other groups for the purposes of fundraising.

3. **Student Fundraising Activities**

All student fundraising activities connected in any way with any program of the College of Allied Health Professions must receive advance approval from the appropriate program director. Students must make their requests for approval in writing.

Fundraising activities may be conducted for the benefit of a group (class, student organization, etc.) but not for benefit of any individual. UNMC personnel will not be responsible for soliciting sales of items or otherwise promoting student fundraising activities.

1. For each fundraising event, at least one student chairperson will be designated to oversee the organization and problems related to the event.
2. The student chairperson must immediately notify the appropriate program director of any problems related to the activity. Students are expected to assume responsibility for any problems, under advisement from the program director. Programs are not responsible for lost or stolen items or funds involved in the activity.
3. Students must follow all UNMC policies and procedures related to promotion and conduct of fundraising activities.
4. Students may not solicit funds from patients or patients’ families.
5. If activities are conducted on any of the University of Nebraska campuses, including The Nebraska Medical Center, students must comply with UNMC Policy No. 6072 “Space Scheduling”. This policy is available on the UNMC Policy website at www.unmc.edu/policy.

4. **Students Hosting Career Fairs**

Students must seek approval through appropriate CAHP administrative channels prior to hosting a career fair. Students must draft and send through channels the following:

1. A letter addressed to the Assistant Dean for Academic & Student Affairs explaining the students’ plans for the purpose, dates, location, cost, key student contact person and projected arrangements. (Note: a faculty advisor must be present during any career fair.)
2. A sample letter which explains to potential career fair applicants the appropriate information including, at a minimum, the purpose, identification of sponsoring student group, dates, location, cost, projected number of persons attending, deadline for responding and return confirmation form.

The Assistant Dean for Academic & Student Affairs will disapprove the activity, recommend modifications in the plans or approve the proposal. If the Assistant Dean for Academic & Student Affairs approves the plan, he or she will forward the letters to the Dean, College of Allied Health Professions, for approval. When the Dean has approved the proposal, it will be sent on through further administrative channels. Students may not proceed with any career fair plans until approval has been reached at top UNMC administrative levels.

5. Student Employment
Students requiring employment shall be encouraged to enter work situations consistent with their academic level, skills and schedules.

1. Students may work additional hours outside the normal education program for remuneration, provided that the student continues to maintain satisfactory performance in the educational program.
2. Students may seek employment on the UNMC campus.
3. A student’s work schedule shall not interfere with classes or clinical assignments.
4. Students will be discouraged from employment which would otherwise be held by a person who has completed the program in which the student is enrolled or its equivalent.
5. The program director may recommend reduction in or termination of employment for a student who demonstrates decreased performance or whose work schedule conflicts with attendance in the educational program.

6. Personal Use of Facilities & Equipment
Individual programs may determine conditions under which students may borrow or purchase departmental equipment or supplies, and situations in which students may use departmental telephones and other facilities.

Generally, students are encouraged to make use of public-access services, such as public telephones and the library’s photocopy machines. Program-specific policies and procedures may be found in the appendices.

7. Handling of Institutional Property
The CAHP programs make use of much sophisticated and costly equipment. This and all property of the institutions in which students are trained must be handled carefully. Individual programs and institutions may develop policies and procedures appropriate to their particular situations.

In all cases, students known to operate or handle institutional property roughly or inappropriately will be subject to disciplinary measures as determined by the program in which they are enrolled.

8. Employment Resources for Students
Employment activities are the responsibility of the CAHP programs. This policy does not limit the employment services that the CAHP may provide to the students. It is intended to be a minimal guide permitting each academic program to further develop employment activities that best fit the needs of the students.

1. Each program will have one office or person designated as the coordinator of employment activities for that academic unit.
2. The coordinator of employment activities for each academic unit will be assigned the responsibility of coordinating employer visits to campus, career/placement days, and related activities for that academic program.
3. Students are to be provided opportunities for instruction and assistance in employment activities before graduation. Examples of employment activities may be résumé development, interviewing skills, developing references, application procedures and other activities appropriate for that academic discipline. Such assistance may be offered through course work, workshops or other methods.
4. Students are to be provided opportunities for obtaining information on employment and position openings in their academic disciplines.

5. Records of employment or placement rates of graduates are to be maintained by each academic program as may be required by federal regulations and accreditors.

9. Student Travel
The term “travel” is defined as an absence from the campus during normal work or instructional schedules for the purpose of conducting University business. All travel must be authorized in advance. Student travel will be approved by the program in which the student is enrolled. The program is responsible for making appropriate arrangements for travel authorization and reimbursement, where applicable.

1. A request for Travel Authorization is required for all travel involving University business functions, even when no University expense is involved. A separate Travel Authorization is required for each trip involving air transportation and for all out-of-state travel, including travel by state vehicle.

2. A Travel Authorization is required for all student travel; however, no student may travel under blanket authority except to fill roles as members of the Board of Regents or University-approved committees. A student travel group may be included on a single Travel Authorization or in instances where no individual travel expenses will be filed.

3. Prospective travelers are asked to consider the required amount of time needed to secure the necessary approval and to allow 8-10 working days from initiation of the request to final approval.

10. New Organizations
Students who wish to form new organizations must receive permission. For details on starting a new organization at UNMC, refer to the UNMC Student Handbook.

11. Safety
Students must complete compliance modules on various safety-related topics, and are responsible for adhering to all Safety & Security Policies published on the UNMC Policy website at www.unmc.edu/policy. Safety-related topics include, but are not limited to:

- General Safety
- Emergency Preparedness
- Radiation Safety
- Hazardous Materials
- Biohazardous Waste
- Universal Waste
- Infection Control
- Utility Management
- Medical Equipment
- Incident Reporting

12. Fair Use of Copyrighted Materials
From time to time, students in the College of Allied Health Professions may use photocopied materials to supplement study and other required activities. Generally, students are free to make copies, provided they follow the broad guidelines outlined below:

1. For personal use, make a single copy of a copyrighted work.

2. For distribution to a class, make no more than one copy per student, and the copy becomes the student’s property. A copyright notice must appear on the first page of the material.

When making copies, students are encouraged to follow Fair Use guidelines, which can be obtained by contacting the McGoogan Library of Medicine. The library has developed a library guide titled, “Copyright/Plagiarism: Guide to help you learn more about Copyright, Fair Use, and Plagiarism.” This guide is available on the library’s website at www.unmc.edu/library.
1. Cardiovascular Interventional Technology

a. Program Description

Cardiovascular Interventional Technology (CVIT) is an integral and advancing component of diagnostic and therapeutic radiologic procedures. CVIT involves specialized radiographic techniques used in angiography, interventional procedures (i.e. angioplasty), and central venous access procedures.

The CVIT Technologist is a key member of the radiology team that performs vascular and interventional procedures. These procedures are unique in that they require the integration of technical, radiologic, and clinical skills.

The CVIT Program at the University of Nebraska Medical Center is a 12-month component of the multi-credentialed Division of Radiation Science Technology Education. The CVIT curriculum allows students to obtain classroom and clinical experience related directly to vascular and cardiac interventional technology. Upon successful completion of the CVIT Program, students are awarded a Bachelor of Science degree in Radiation Science Technology or a Post-Baccalaureate Professional Certificate in Cardiovascular Interventional Technology. Graduates may be eligible to apply for the American Registry of Radiologic Technologists cardiac-interventional and vascular-interventional certification exams.

b. Accreditation

The Cardiovascular Interventional Technology (CVIT) Program is offered as an advanced option under the Radiography Program and is not a separately accredited program. The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

For more information on JRCERT, please use the contact information below:

**Joint Review Committee on Education in Radiologic Technology (JRCERT)**

20 North Wacker Drive, Suite 2850
Chicago, IL  60606-3182
Phone: 312.704.5300
Email: mail@jrcert.org
Website: www.jrcert.org

[c. Admission Requirements

Applicants to the CVIT Program must:

- Graduate from an accredited Radiography program (students who are in their final months of study are eligible to apply);
- Be ARRT(R) certified, registered and in good standing with the ARRT (proof of registration and good standing may be required);
- Hold a current Nebraska Medical Radiographer License;
- Present a prerequisite GPA of at least 2.5 on a 4.0 scale; and
- Successfully complete a minimum of 27 semester hours at an accredited college or university including the following coursework:

- Language/Social Science 12 semester credit hours
  - Composition, literature, communication, speech, foreign language, philosophy, sociology, psychology, art, history, religion
- Mathematics 3 semester credit hours
  - Mathematics or statistics
- Natural Sciences 12 semester credit hours
  - Biology, chemistry, physics, anatomy, physiology, or earth sciences
NOTE: College prerequisites are subject to change. Applicants should refer to the website for verification of current course requirements for admission. No grade lower than C- will transfer to UNMC for credit.

d. Degree Requirements

Students must successfully complete each course within the CVIT curriculum in order to be considered for the Bachelor of Science degree in Radiation Sciences Technology. A minimum total of 120 semester credit hours are required for the Bachelor of Science degree in Radiation Sciences Technology. Students must transfer in a minimum of 27 semester credit hours of specific prerequisite coursework, and be awarded up to 60 semester credit hours for their radiography curriculum. Additionally, students will complete approximately 33 semester hours within the CVIT curriculum. Students must also successfully complete each course within the CVIT curriculum in order to be considered for the Post-Baccalaureate Professional Certificate.

All required didactic and clinical courses must be completed with a minimum letter grade of C- or better in order to successfully complete the program. The 12 month program consists of lecture, demonstration, laboratory, and clinical instruction. The 400-level courses are designated for students pursuing the Bachelor of Science degree, while the 600-level courses are designed for students pursuing the Post-Baccalaureate Professional Certificate.

e. Curriculum

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>RSTE 410/610R</td>
<td>Sectional Anatomy and Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>RSTE 457/657R</td>
<td>Cardiovascular Interventional Technology I</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 473/673R</td>
<td>Applied Cardiovascular Interventional Technology I</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER HOURS for FALL SEMESTER 13

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Sectional Anatomy and Pathology II</td>
<td>4</td>
</tr>
<tr>
<td>RSTE 458/658R</td>
<td>Cardiovascular Interventional Technology II</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 474/674R</td>
<td>Applied Cardiovascular Interventional Technology II</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER HOURS for SPRING SEMESTER 13

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 475/675R</td>
<td>Applied Cardiovascular Interventional Technology III</td>
<td>7</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER HOURS for SUMMER SEMESTER 7

TOTAL CVIT CURRICULUM 33

f. Estimated Tuition & Related Expenses

Tuition and fees are subject to change, as determined by the University of Nebraska Board of Regents. Questions regarding residency status should be directed to UNMC Student Services.

The current approved tuition and fees charges can be found on the program website at: http://www.unmc.edu/alliedhealth/education/vit/admission/tuition.html.

g. Program-Specific Policies & Procedures

All CVIT students will be required to sign the Student Responsibility Statement located on the following page:
As a student in the Division of Radiation Science Technology Education (RSTE) Program, it is your responsibility to read this CVIT Program-specific Policies & Procedures section. You are also required to read the rest of the CAHP Student Handbook and the UNMC Student Handbook (http://www.unmc.edu/studentservices/_documents/handbook.pdf), and are expected to abide by all regulations contained in them.

Your signature below confirms you have read and understand the CVIT Program-specific policies and procedures, the Radiation Science Technology Education Division policies and procedures, the College of Allied Health Professions Student Handbook, and the University of Nebraska Medical Center Student Handbook and that you agree to conditions stated in each of these documents.

________________________________________  ________________
Student Signature                              Date

________________________________________  ________________
Program Director Signature                     Date
Supervision of Students

Clinical Supervision of Students: All RSTE students must have adequate and proper supervision during all clinical assignments as specified by individual institutional, program, and accreditation policies. The following policies and procedures apply to UNMC clinical assignments for students, technologists/therapists, and evaluators.

CVIT Procedure: A registered technologist will provide direct supervision for procedures performed. The student will transition from observation to active participation during the curriculum. Initially, the staff technologist will provide direct one-on-one supervision regardless of the exam or its degree of difficulty. Ultimately, the student will transition to a more active role in the completion of an exam. After adequate didactic and clinical instruction and exam competency has been established, the supervising technologist may take on more of an indirect role. The supervising technologist will always remain available to the student.

Procedure for Clinical Evaluations
Clinical Performance Evaluations:
  a. The evaluation will assess the three domains of learning: cognitive (knowledge), affective (professional behaviors), and psychomotor (technical skills).
  b. The student will receive a minimum of two evaluations for affective, psychomotor, and cognitive areas in the program before the midpoint of the clinical component of the program and a minimum of one per semester.
  c. Clinical instructor and staff feedback will be used in the evaluation process.

Academic Probation:
Students who perform at a non-acceptable level as defined by the program, in any of the three domains, may be placed on academic probation.
  a. Students will be notified of the nature of the problem and discuss ways to improve.
  b. The length of the probationary period will be clearly defined on an individual basis.
  c. At a defined time the student will receive another evaluation. If improvement is not demonstrated, the student will be removed from clinic and a failing grade can be issued for the clinical course. A committee of program directors in the division will assess and determine if dismissal from the program will be recommended.
  d. If improvement is shown the student may either be removed from probation or probation may be continued for a defined time.
  e. If the behavior is noted again at any time during the remainder of the program, the student will immediately receive a failing grade for the course and be recommended for dismissal.

Student Grievance
Purpose: The RSTE Division strives to promote an educational environment that values fair and equitable treatment among students, faculty, and staff. Despite this goal, differences among individuals may occasionally lead to conflicting circumstances that require a process for resolution to take place. The purpose of the Student Grievance Policy is to provide a framework to effectively resolve any justified complaint or grievance without retaliation.

Examples or Types of Grievances (but not limited to):
  • Acts or threats of intimidation
  • Acts or threats of physical aggression
  • Acts of bias or unfair treatment by a fellow student, faculty or staff member which adversely affects the learning process
  • Violation of student rights and responsibilities
Procedure:

1. **Informal Process** - Ideally, grievances can be resolved informally among the parties involved. Therefore, before a formal grievance process takes place, the student is encouraged to meet with the individual whose behavior warranted the grievance. If this action is not feasible, the student should contact the program director for possible resolution. A final option for informal resolution is to utilize an Ombudsperson. The Ombudsperson identified for students on the UNMC campus is located in the Student Counseling Department. The informal meeting must take place within two weeks of the occurrence that caused the grievance.

2. **Formal Process** - If the student is not satisfied with the results of the informal process, or an informal resolution is not possible then he/she should initiate the formal process within 30 days of the occurrence.
   
a. A formal statement of the grievance must be presented in writing to the RSTE Division Associate Director within the timeframe specified. (If the Associate Director is the individual involved, then the formal statement should be submitted to the Dean of the College of Allied Health Professions). The formal statement must include the following items:
      - Full name, address, and telephone number of the person(s) making the charge;
      - Full name of each person being charged, location of employment, and work telephone number;
      - A concise and factual description of the specific incident(s) surrounding the grievance violation (the description should include a timeline of events);
      - A proposed resolution
   
b. The Associate Director (or Dean, if applicable) will review the facts surrounding the grievance. If there is justified evidence that a grievance exists, then the grievance will be forwarded to the CAHP Student Grievance Committee.
   
c. Within two weeks after receiving the alleged grievance, the committee members will review the statement, convene to discuss the issues at hand, hear testimony, and consider all other facts pertaining to the grievance.
   
d. Both parties will have the right to present testimony, evidence, and witnesses. Each party shall have the right to seek legal counsel in the preparation of statements concerning the grievance; however, they may not be represented by counsel in discussions with the committee. Each party shall have the right to hear all testimony surrounding the grievance. The hearing will be closed to the public.
   
e. In all proceedings where the complaint touches upon questions of policies, rules and regulations, the CAHP Student Grievance Committee shall be guided by written policies, rules and regulations. The committee will make a decision on the grievance charge after reviewing all facts, testimony, and documentation. The committee’s decision or resolution will be made within two weeks following the hearing. Both parties involved will be notified of the decision in writing. A summary record of the proceedings will be maintained in a confidential file.

The student may appeal the decision of the CAHP Student Grievance Committee, to the Office of the Dean. The Dean will review all documents surrounding the grievance, and make a decision within two weeks of receiving the appeal. Both parties involved will be notified of the decision in writing. The decision by the Dean will be final.

Clinical Compliance

**Accidents/Incidents**: As general policy, RSTE students will comply with the policies and procedures with the clinical site at which they are assigned. It is the policy that there be written reports of all unusual incidents/accidents.

An incident is an unusual occurrence which is not consistent with the routine operation of the institution or clinical rotation which may or did cause harm, involves possible negligence, requires some immediate consideration or action by a supervisor.
A student enrolled in a program in the Division of Radiation Science Technology Education is expected to provide prompt, complete and accurate written documentation of the details related to any accidents/incidents, thus enabling corrective actions and/or programs for prevention. The program adheres to the Infection Control Policy for University Hospitals and Clinics. Students with signs and symptoms of an infectious process should report immediately to the program director for appropriate referral.

All accidents/incidents must immediately be reported to the technical supervisor or immediate person in charge. Proper report forms must be completed.

**Equipment Use and Operation:** The professions in Radiation Science Technology employ the use of highly specialized equipment. Any equipment failure or equipment that is not in proper working order must be reported immediately to the clinical supervisor. Do not place any calls to equipment representatives. Do not attempt to repair.

**Blood Borne Pathogens Exposure Plan for Students**
Campus Blood Borne Pathogen Exposure (on and off campus): Students must call the Medical Communication Center at 402-559-6824 or the OUCH pager at 402-888-6824 (24 hours a day, 7 days a week) ASAP and report to the nearest emergency room for appropriate blood borne pathogen procedures. On the next work day, please call the Student Health office at 402-559-5158 with information regarding your ED visit.

**Radiation Protection**
It is each student’s responsibility to adhere to the following guidance for radiation protection:

1. Students must practice safe radiation and protection criteria and practice the principles of ALARA at all times. These are found in the UNMC Radiation Safety Manual available online at [www.unmc.edu/CRSO](http://www.unmc.edu/CRSO).
2. The principles of decreased time and increased distance and shielding shall be employed when working with radiation.
3. The spread of any accidental contamination from radioactive materials will be decreased by frequent personnel monitoring and hand washing.
4. Radiopharmaceuticals must be kept in lead shields until placed in a syringe shield for injection into the patient (Nuclear Medicine Technology).
5. Radiation exposure is measured by personnel monitoring device; therefore, they must be worn at all times within the department. Personnel monitoring devices are to be worn at the collar. It is the student's responsibility to exchange badges on a quarterly basis with person designated by the RSO for each program.
6. If your personnel monitoring device is lost or left where it can be exposed unknowingly, contact the respective program director immediately.
7. In accordance with the philosophy of keeping exposures ALARA (As Low As Reasonably Achievable), the Radiation Safety Office has established levels at which the dosimetry company will provide immediate notification of a higher than normal reading. These notification levels are presently as follows:

<table>
<thead>
<tr>
<th>Dose Type</th>
<th>Evaluation Level</th>
<th>Investigation Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDE (whole body)</td>
<td>300 mrem</td>
<td>600 mrem</td>
</tr>
<tr>
<td>LDE (lens of eye)</td>
<td>900 mrem</td>
<td>1500 mrem</td>
</tr>
<tr>
<td>SDE (skin or extremity)</td>
<td>900 mrem</td>
<td>2000 mrem</td>
</tr>
<tr>
<td>Declared Pregnant Woman</td>
<td>40 mrem</td>
<td>50 mrem</td>
</tr>
</tbody>
</table>

**ALARA DOSE LIMITS (PER MONITORING PERIOD)**
Any doses above the ALARA Evaluation Level require that the Radiation Safety Officer review the circumstances pertaining to this dose and determine if additional actions need to be taken or if further investigation is required. An investigation requires that the Radiation Safety Officer
investigate the cause of the dose and steps that may be required to prevent this dose level in the future with consideration of cost and scientific impact. All doses above the ALARA action levels will be reported to the Radiation Safety Committee.

The Radiation Safety Committee may alter these values based on regulatory or departmental concerns. When an individual exceeds any one of these levels, a follow-up survey may be conducted to determine if a reduction in dose can be reasonably achieved.

For further information regarding personnel monitoring of ionizing radiation, refer to the UNMC Radiation Safety Manual (http://www.unmc.edu/CRSO/) or contact the Radiation Safety Office.

Students are responsible for bioassays for the presence of I-125 or I-131 in the thyroid at appropriate times during their clinical experiences (Nuclear Medicine Technology).

If a student becomes pregnant, she is encouraged to voluntarily consult with the program director concerning the most appropriate procedure to assure that exposure to the fetus is less than 0.5 rem (refer to Pregnancy Policy below).

**Pregnancy**

The pregnancy policy is a voluntary program intended to provide safety for pregnant students and their fetus who are considered occupationally exposed to ionizing radiation. In the event of a suspected or confirmed pregnancy, it is the responsibility of the student to advise her program director in writing of her condition. Pregnancy will not affect the student’s enrollment in the academic courses in the program. However, due to the physical requirements placed upon the student in the clinical courses and assignments, and in order to comply with 180 NAC 004.13 (10 CFR Part 20.1208) to keep the radiation exposure to the fetus as low as reasonably achievable (no more than 500 mrem during the entire gestation period), the following procedures will apply:

1. The student may voluntarily report suspected or confirmed pregnancy to the program director. At that time the UNMC/Nebraska Medicine policies and procedures and the RSTE Student Policies and Procedures Manual pregnancy policy will be reviewed with the student. Once the student has elected to declare suspected or confirmed pregnancy, the student should:

2. Complete the form “UNIVERSITY of NEBRASKA MEDICAL CENTER DECLARATION OF PREGNANCY” and forward it to the Radiation Safety Office. (See form to follow.)

3. The Radiation Safety Office will determine the estimated radiation dose from time of conception to the date of declaration based on dosimetry records and calculate the permissible remaining dose to the embryo/fetus for the remainder of the pregnancy. (See the next page).

4. Upon review of the findings and recommendations of the Radiation Safety Officer or Medical Radiation Physicist, clinical assignments will be reviewed. Clinical assignments will only be altered if the fetus received the maximum permissible dose as stated by 180 NAC 004.13 (10 CFR Part 20.1208). Any clinical competencies not completed for reasons related to pregnancy must be successfully completed prior to graduation.

5. Provide the program director with written indication of intent to:
   a. continue in the program, or
   b. take a medical leave of absence with intent to complete the program (form available from CAHP Academic & Student Affairs), or
   c. withdraw from the program (form available from CAHP Academic and Student Affairs).

6. The student should provide the program director with written consent from her physician providing medical advice for:
   a. continuing in the program as a full-time student, and/or
   b. any limitations placed upon the student while enrolled in the program.

7. A student may also voluntarily withdraw their declaration of pregnancy at any time in writing. (See form on following pages.)
### UNIVERSITY OF NEBRASKA MEDICAL CENTER
### DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Individual:</th>
<th>Date of Conception (month/year):</th>
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By providing this information to the Radiation Safety Officer, in writing, I am declaring myself to be pregnant as of the date shown above. Under the provisions of 180 NAC 004.13 (10 CFR Part 20.1208), I understand that my exposure will not be allowed to exceed 5 mSv (500 mrem) during my entire pregnancy, from occupational exposure to radiation. I understand that this limit includes exposure I have already received. If my estimated exposure since the above date of conception has already exceeded 4.5 mSv (450 mrem), I understand that I will be limited to no more than 0.5 mSv (50 mrem) for the remainder of my pregnancy. If I should find out that I am not pregnant, or if my pregnancy is terminated, I will inform my immediate supervisor as soon as practical.

<table>
<thead>
<tr>
<th>Signature of Individual:</th>
<th>Date:</th>
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<tr>
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</table>

<table>
<thead>
<tr>
<th>Department:</th>
<th>Zip Code:</th>
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<table>
<thead>
<tr>
<th>Signature of Immediate Supervisor:</th>
<th>Date:</th>
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<table>
<thead>
<tr>
<th>Name &amp; Title of Immediate Supervisor:</th>
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<td></td>
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</table>

### RECEIPT OF DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Supervisor:</th>
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<table>
<thead>
<tr>
<th>Name of Declared Pregnant Worker:</th>
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<td></td>
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</tbody>
</table>

I have received notification from the above named woman that she is pregnant. I am enclosing a copy of Nuclear Regulatory Commission Regulatory Guide 8.13, Revision 3 “Instruction Concerning Prenatal Radiation Exposure.” I have evaluated her prior exposure and established appropriate limits to control the dose to the developing embryo/fetus in accordance with limits in 180 NAC 004.13 (10 CFR Part 20.1208). She should avoid substantial exposure variations and try to maintain a uniform monthly exposure (i.e., 50mrem/month).

<table>
<thead>
<tr>
<th>The dose to the embryo/fetus during the entire pregnancy is limited to:</th>
<th>500 mRem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated dose from time of conception to date of declaration:</td>
<td>_____ mRem</td>
</tr>
<tr>
<td>Remaining dose to embryo/fetus for the remainder of pregnancy:</td>
<td>_____ mRem</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Radiation Safety Officer:</th>
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<td></td>
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<table>
<thead>
<tr>
<th>Date Signed:</th>
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<td></td>
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</table>
**WITHDRAWAL OF PREGNANCY DECLARATION FORM**

<table>
<thead>
<tr>
<th>Name of Individual:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am withdrawing my previous declaration of pregnancy in writing. I understand that by submitting this form I agree to the lifting of any previous work restrictions imposed on me as a result of my pregnancy, and to the removal of additional dosimeters.</td>
</tr>
<tr>
<td>I also understand that it is my sole responsibility to give this written notification to the appropriate RSTE division personnel and/or my immediate supervisor.</td>
</tr>
<tr>
<td>Signature of Individual:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Signature of Immediate Supervisor:</td>
</tr>
<tr>
<td>Name &amp; Title of Immediate Supervisor:</td>
</tr>
</tbody>
</table>

**RECEIPT OF WITHDRAWAL OF DECLARATION OF PREGNANCY**

| Name of Supervisor: |
| Name of Student Submitting the Withdrawal of Pregnancy Declaration Form: |
| I have received notification from the above named woman that she is withdrawing her declaration of pregnancy. Fetal monitoring will be discontinued and she is free to return to all previous duties and assignments. |
| Signature of Radiation Safety Officer: |
| Date Signed: |
RSTE Dress Code Policy
All students will dress in a professional manner, appropriate to the situation and according to the following guidelines:

1. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating. Surgical scrub tops should be tucked into pants to maintain sterile field.
   a. Students are to wear from home their uniform or proper street clothing and then change into clean scrubs after they arrive at the hospital/clinic. At the end of the shift, the students are to change back into their uniform or proper street clothing.
   b. All scrub clothing provided by the hospital/clinic may not be removed from the property. Scrubs must be worn outside of the hospital/clinic buildings.
2. A solid white or gray shirt may be worn under the scrub top and must be tucked into the scrub pant. No long sleeve shirts are allowed in IR or cath lab.
3. Simple earring jewelry may be worn with the uniform. No hand jewelry allowed for infection prevention.
   a. Visible piercings and transdermal implants must be removed or covered except ear piercings.
   b. Ear gauges must be plugged with flesh colored plugs while in clinic.
   c. Earrings must be small and not touching the neck.
   d. Bandanas are not permitted.
4. Visible tattoos that are larger than 2” x 2” or clearly offensive, including but not limited to anything hateful, violent, profane and/or containing nudity, must be completely covered.
5. Flat, enclosed-toe, neutral colored shoes are acceptable. Socks must be worn at all times.
6. Proper UNMC photo ID and personnel monitoring devices must be worn at all times. The ID must be visible at all times to identify student status.

Students are held responsible for their appearance and will be dismissed from clinic if inappropriately attired, groomed, or adorned per faculty standards. (Ex: artificial fingernails are not allowed, hair worn longer than shoulder length must be pulled back, etc.). If a student is sent home from clinic due to a dress code violation, the amount of time missed from clinic will be deducted from the student comp time allotment.

Use of Technology
1. Personal phone calls during clinic hours must be kept to a minimum.
2. No personal long distance calls are permitted on department telephones.
3. Personal technology such as iPods and cell phones may not be carried or used during clinic or class. Technology used for educational purposes may be used as approved by class instructors.
4. Computer use is permitted for the purpose of academic endeavors only with supervisor approval.

Student Leave Time

Personal Time
Students enrolled in the Division of RSTE are given 16 hours of leave time for personal affairs each semester. It is intended to provide necessary time for planned or unplanned events without jeopardizing the student’s attendance record. Regarding the use of student leave time, the following guidelines must be followed:
1. Unused time allotted is not transferrable to a successive semester.
2. Allotted hours may be used for such things as illness, funerals, medical and dental appointments, job interviews, or vacations.
3. All leave time for reasons other than illness must have prior approval of the program director.
4. Students taking more than the allotted number of hours will be required to make up the time according to the discretion of the program director.
5. Unauthorized absenteeism may result in disciplinary actions.
6. A student may be required to furnish satisfactory medical proof of illness, disability or dental work.
7. Students must contact the person in charge of the assigned clinical area and/or the program director 30 minutes prior to time assigned for arrival if they are unable to attend the scheduled day unless directed otherwise by their program director.
8. It is recommended that suspected and confirmed pregnancy be reported to the program director. Time lost due to pregnancy must be made up according to the decision of the program director based on the Radiation Protection and Pregnancy Policies contained in this document.
9. Full time students may request up to 5 days of funeral/bereavement leave in the event of a death of an immediate family member. Documentation may need to be provided upon request.
10. Students may voluntarily choose to spend additional authorized time participating in clinic procedures over and above their scheduled hours as long as the student continues to perform in the student capacity, including direct supervision and holding only student clinical responsibilities. No compensation time will be given.

**Personal time for professional meetings:**
The RSTE Division supports participation in professional organizations relevant to the student’s professional growth and development. Therefore, students may qualify for time for documented attendance and involvement in these activities. See program director for more information.

**Student Employment Guidelines**
Opportunities for student employment may exist in the clinic departments and may be initiated and/or discontinued as dictated by manpower needs.

1. Students may not take the place of regular staff in the clinical areas to which they are assigned. It is appropriate, however, for students to assume the responsibility for performing defined activities and tasks, with adequate direction and supervision, after demonstration of clinical competencies.
2. Students may be employed in a clinical setting outside regular educational hours, provided this work does not interfere with their academic responsibilities. In addition, student employment in the clinical setting is non-compulsory and is subject to standard employee policies.

**Personal Property**
UNMC, Nebraska Medicine, and the Department of Radiology or Radiation Oncology or your respective programs are not responsible for your valuable possessions. All valuables and money should be monitored closely by each individual.

**Policy for Authorship of Student/Scientific Papers and/or Presentations**
It is a tradition and common accepted practice amongst academic institutions that scientific papers and posters submitted for consideration of publication or presentation include as an author the student’s advisor, program director, professor, department chairperson, or any other similar individual that had a direct relationship to the student and the material being presented.

**Dean’s List Policy**
The Dean of the College of Allied Health Professions (CAHP) will recognize students’ outstanding academic achievement for full-time study by placing students on the Dean’s List each semester. Criteria for the Dean’s List are as follows:
1. Only degree-seeking undergraduate students enrolled in the College of Allied Health Professions for twelve or more hours any one semester are eligible for the Dean's List.

2. The University of Nebraska Medical Center grade point average for the semester must be 3.75 or above.

3. Eligible candidates are identified by CAHP Academic and Student Affairs and verified with each program director.

4. Students are notified by letter from the Assistant Dean for Academic and Student Affairs.

5. A list of students to be recognized will be sent to Academic Records by CAHP Academic and Student Affairs for inclusion on the students’ permanent record, and to the UNMC Department of Public Relations Office.

Inclement Weather Policy
Official cancellations of clinical assignments and/or RSTE classes at UNMC due to inclement weather will be concurrent with that announced on the radio and TV for UNO. In the event of cancellation during the day because of weather, students will be notified by their program director. In situations other than official UNO closings, students electing not to travel due to inclement weather conditions must contact their program director (or designee) and time will be deducted from their compensation time. Students that are at distance education sites will follow local community college or university cancellations.

h. Program Faculty
The faculty of the CVIT Program is as follows:

RSTE Division Director
James B. Temme, Associate Professor, B.S. 1974 University of Nebraska Medical Center, M.P.A. 1984 University of Nebraska at Omaha.

Program Director
Tammy Jones, Assistant Professor, B.S. 2000 University of Nebraska Medical Center, M.P.A. 2002 University of Nebraska at Omaha.

Clinical Education Coordinator
Christina Gregg, Faculty, B.S. 2006 University of Nebraska Medical Center.

Faculty
Tanya Custer, Assistant Professor, B.S. 1995 University of Nebraska Medical Center, M.S. 2009 University of Nebraska Lincoln.

Abby Tate, Adjunct Instructor, B.S. 2012 Avila University.

Members of the CVIT faculty include radiologic technologists within the IR and Cath lab departments, interventional radiologists, nurses, and program director that teach courses relating to their expertise. As an advanced option under Radiography, the CVIT Program is directed by the Radiography Program Director.
2. Clinical Laboratory Science

a. Program Description

Clinical laboratory scientists, also known as medical technologists, are integral members of the health care team. They provide and supervise laboratory services used in the diagnosis, treatment and management of disease, and they perform complex chemical, biological and molecular techniques.

The Clinical Laboratory Science curriculum represents the senior (fourth) year in a baccalaureate program. Upon successful completion of the program, UNMC awards the Bachelor of Science in Clinical Laboratory Science degree, making graduates eligible for national certification. The program is 11 months in length and provides a patient-centered educational opportunity for clinical laboratory science students. This education includes a broad-based background in a variety of settings including hematology, clinical chemistry, microbiology, immunohematology, immunology, toxicology, endocrinology, biotechnology and research.

Students may complete the program at one of several clinical sites, including the Nebraska Medical Center. For a list of current clinical sites, see the program website at http://www.unmc.edu/alliedhealth/education/cls. Through the affiliated clinical sites, students have the option of obtaining their education near their home communities.

Additionally, the CLS Program offers an online Bachelor of Science in Clinical Laboratory Science (BSCLS) Degree Advancement Option (DAO) for those who have already completed a NAACLS-accredited CLT/MLT program. DAO participants are part-time students, and are allowed up to five years to complete the full curriculum. For additional information on this option, see the website at http://www.unmc.edu/alliedhealth/online/undergraduate/bscls.

b. Accreditation

The University of Nebraska Medical Center Clinical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). To contact NAACLS, please use the contact information below:

National Accrediting Agency for Clinical Laboratory Science
5600 N River Road, Suite 720
Rosemont, IL 60018
Phone: 773.714.8880
Website: www.naacls.org

c. Admission Requirements

The CLS Program Admissions Committee recommends a strong college preparatory program in high College, which includes English, mathematics, biology, and chemistry. Admission to the senior year of the clinical laboratory science program requires the applicant to successfully complete specific prerequisite coursework at an accredited college or university. Additionally, all applicants must:

- Complete a minimum of 77 semester credit hours (115.5 quarter hours) of specific college prerequisite courses prior to enrollment in the program;
- Present a minimum of 17 semester hours from a baccalaureate degree-granting institution (only 60 semester credit hours may be transferred from a community college);
- Present a C- or better for all 77 hours of prerequisite coursework;
- Present a prerequisite GPA of at least 2.5 on a 4.0 scale;
- Present a science and math GPA of at least 2.5 on a 4.0 scale.
The 77 hours of specific college prerequisite coursework must include the following courses:

- English Composition 3 semester credit hours
- Mathematics (Statistics is preferred) 3 semester credit hours
- Biological Sciences 16 semester credit hours
  Must include Microbiology (lab preferred), Immunology, and Genetics or Molecular biology
- Chemistry 14 semester credit hours
  Minimum of two upper level (200 level or above) Chem courses
  Upper level chemistry courses may include Organic Chemistry I, Organic Chemistry II, Biochemistry or Analytical Chemistry.
  Biochemistry with a lab is recommended.

**NOTE:** The CLS Program will not accept AP, CLEP, or DANTES credit toward the English Composition, Mathematics, or Science requirements. Any AP, CLEP, or DANTES credit earned in these categories will be used as elective prerequisite credit only.

Students should select electives to achieve a total of 77 semester credit hours including a broad general educational background. Other recommended subjects include: introduction to hematology, pathogenic microbiology, and additional biology and chemistry courses. Some students complete B.S. degree requirements before applying to the professional program.

**Selection of Students**

The Admissions Committee selects students on a competitive basis. Selection criteria include evaluation of academic achievement and personal characteristics.

Academic criteria includes overall academic performance, cumulative grade point average and science/math grade point average. A minimum of 2.5 on a 4.0 scale is necessary to be interviewed for a position. The record must reflect current information. The committee evaluates the official transcripts of each applicant. If an applicant completed academic prerequisites more than five years prior to admission, the committee will recommend courses for the applicant to update prerequisites.

Nonacademic criteria reviewed to identify the characteristics predicting success in the profession include personal integrity, interest and ability in science and mathematics, manual dexterity, attention to detail, leadership potential, effective written and verbal communication skills and the ability to work cooperatively with others. Evaluation of these qualities is by references and assessment of written communication skills in addition to a personal interview with representatives from the affiliated programs.

Applicants are given the opportunity to review the essential requirements of the program published on the website. It is the responsibility of the student with disabilities to request those accommodations that he or she feels are reasonable and are needed to execute the essential functions described.

The committee selects the best-qualified applicants to fill the available positions in the Clinical Laboratory Science Program. If candidates are equally qualified, the committee gives preference to University of Nebraska students and to residents of Nebraska. Discrimination is prohibited on the basis of race, color, sex, national origin, age, disability, marital status, religion or veteran status. Qualified applicants not selected for initial assignment may be placed on a list of alternates, who are considered for a position that becomes available. It is the responsibility of the student to provide updated information regarding their application file. Students who reapply for admission in a subsequent year are required to complete new application forms for the new application cycle.
d. Degree Requirements

All students must successfully complete the entire curriculum of the CLS Program in order to be considered for the Bachelor of Science degree in Clinical Laboratory Science. Students must have completed a total of 120 semester credit hours to qualify for the baccalaureate degree from the University of Nebraska Medical Center.

e. Curriculum

The curriculum includes theory, practical application and technical performance gained through lectures, case studies, independent study, and supervised laboratory experiences. The patient-oriented learning environment includes all areas of a full-service, accredited clinical pathology laboratory.

Required courses, totaling 43 semester hours of credit, are covered in a 40-hour per week schedule throughout the 11 month program. All required courses must be completed with a minimum passing grade of 70% to meet requirements for graduation from the program.

### Fall Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS 408</td>
<td>Introduction to Clinical Hematology</td>
<td>2</td>
</tr>
<tr>
<td>CLS 409</td>
<td>Introduction to Clinical Microbiology</td>
<td>2</td>
</tr>
<tr>
<td>CLS 410</td>
<td>Introduction to Clinical Chemistry</td>
<td>2</td>
</tr>
<tr>
<td>CLS 411</td>
<td>Introduction to Clinical Immunohematology</td>
<td>1</td>
</tr>
<tr>
<td>CLS 413</td>
<td>Clinical Endocrinology &amp; Toxicology</td>
<td>1</td>
</tr>
<tr>
<td>CLS 414</td>
<td>Clinical Chemistry I</td>
<td>2</td>
</tr>
<tr>
<td>CLS 416</td>
<td>Clinical Hematology I</td>
<td>2</td>
</tr>
<tr>
<td>CLS 418</td>
<td>Clinical Microbiology I</td>
<td>2</td>
</tr>
<tr>
<td>CLS 420</td>
<td>Clinical Immunology and Molecular Diagnostics</td>
<td>2</td>
</tr>
<tr>
<td>CLS 422</td>
<td>Clinical Immunohematology I</td>
<td>2</td>
</tr>
<tr>
<td>CLS 424</td>
<td>Phlebotomy</td>
<td>1</td>
</tr>
<tr>
<td>CLS 426</td>
<td>Urinalysis</td>
<td>1</td>
</tr>
<tr>
<td>CLS 430</td>
<td>Clinical Laboratory Management I</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SUMMER/FALL SEMESTER** 22

### Spring Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS 412</td>
<td>Clinical Laboratory Science Theory, Application and Correlation</td>
<td>5</td>
</tr>
<tr>
<td>CLS 415</td>
<td>Clinical Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CLS 417</td>
<td>Clinical Hematology II</td>
<td>3</td>
</tr>
<tr>
<td>CLS 419</td>
<td>Clinical Microbiology II</td>
<td>4</td>
</tr>
<tr>
<td>CLS 423</td>
<td>Clinical Immunohematology II</td>
<td>3</td>
</tr>
<tr>
<td>CLS 431</td>
<td>Clinical Laboratory Management II</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SPRING SEMESTER** 21

**TOTAL CLS CURRICULUM** 43

f. Estimated Tuition & Related Expenses

Tuition and fees are subject to change, as determined by the University of Nebraska Board of Regents. Questions regarding residency status should be directed to UNMC Student Services.

The current approved tuition and fees charges can be found on the program website at: [http://www.unmc.edu/alliedhealth/education/cls/admission/tuition.html](http://www.unmc.edu/alliedhealth/education/cls/admission/tuition.html).
g. Program-Specific Policies & Procedures

CLS program-specific policies and procedures can currently be found in the Clinical Laboratory Science Student Handbook. Please refer to that document for additional policy information.

h. Program Faculty

The faculty of the CLS Program is as follows:

Professors
James L. Wisecarver, Professor and CLS Program Medical Director, B.A. 1972 Doane College, Ph.D. 1978 Creighton University, M.D. 1986 University of Nebraska Medical Center.
Phyllis A. Muellenberg, Emerita Professor, B.S. 1956 Mount Marty College, M.A. 1963 University of South Dakota.
James R. Newland, Emeriti Professor, B.S. 1963 University of North Dakota, M.D. 1965 University of Nebraska Medical Center.

Associate Professors
Karen J. Honeycutt, Associate Professor and CLS Program Director, B.S. 1984 University of Nebraska Medical Center, M.Ed. 2001 University of Nebraska-Lincoln.

Assistant Professors
Peggy L. Bottjen, Assistant Professor and Project Coordinator for the College of Allied Health Professions, B.S. 1976 University of Iowa, M.P.A. 2001 University of Nebraska at Omaha.
Marnie Imhoff, Assistant Professor and CLS Associate Program Director, B.S.M.T. 1995, University of Nebraska Medical Center, M.B.A. 2005 Bellevue University.
Sandra J. Latshaw, Assistant Professor, B.S. 1976 University of Nebraska Medical Center, M.A. 1989 University of Nebraska-Lincoln.
Anthony R. Sambol, Assistant Professor, B.A. 1979 University of Nebraska-Lincoln, M.A. 1981 University of Nebraska-Lincoln.
Janice I. Tompkins, Assistant Professor and CAHP Director for Academic Affairs, B.S. 1972 University of Nebraska Medical Center, MPH 2004 University of Nebraska Medical Center.

Clinical Instructors
Tiffany Colvin, Clinical Instructor, MHA.
Linsey Donner, Clinical Instructor, B.S.C.L.S. 2004 University of Nebraska Medical Center, M.P.H 2011 University of Nebraska Medical Center.
Mary Jean Filbey, Clinical Instructor, B.S. 1985 Creighton University.
Michele Jurgensmeier, Clinical Instructor, B.S. 1994 University of Nebraska Medical Center.
Karen Keller, Clinical Instructor, B.S. 1978 University of Nebraska Medical Center.
Ulrike T. Otten, Clinical Instructor, B.S. 1981 University of Nebraska Medical Center.
Linda M. Sykora, Clinical Instructor, B.S. 1977 University of Nebraska Medical Center.
Kathleen Trudell, Clinical Instructor, B.S.M.T. 1985 University of North Dakota.
Darlene Waters, Clinical Instructor, B.S. 1988 University of Nebraska at Omaha, B.S.M.T. 1992 University of Nebraska Medical Center.
Adjunct Faculty
Jeffrey Anderson, Adjunct Assistant Professor, M.B.A. 1991 Washburn University, B.S. 1974 Kansas State University.
Christi Bartes, Adjunct Clinical Instructor, B.S.M.T. 1999 University of Nebraska Medical Center.
Wynette Bolte, Adjunct Clinical Instructor, B.S. 1988, BSMT 1993 University of Nebraska Medical Center.
Marjorie Di Lorenzo, Adjunct Instructor, B.S.M.T. 1975 University of South Dakota.
Diana Inman, Adjunct Instructor, B.S. 1978 Northeast Missouri State University.
Judith Kittleson, Adjunct Instructor, B.S.M.T. 1977 Augustana College.
Lois A. Petersen, Adjunct Instructor, B.S. 1973 University of Nebraska at Kearney.
Tammy Schuster-Allen, Adjunct Clinical Instructor, B.S. 1981 University of Nebraska Medical Center.
Diane K. Siedlik, Adjunct Clinical Instructor, B.S. 1986 University of Nebraska Medical Center.
Susan Simmons, Adjunct Instructor, B.S.M.T. 1977 University of Colorado Medical Center.
Steven Starr, Adjunct Instructor, B.S. 1985 University of Missouri.
Nancy Strong, Adjunct Assistant Professor, B.S.M.T. 1993 University of Nebraska Medical Center, M.S. 2001 Bellevue University.
3. Clinical Perfusion
   a. Program Description

   A perfusionist is a skilled, allied health professional, trained and educated specifically as a member of an open-heart, surgical team, who operates extracorporeal circulation equipment during any medical situation where it is necessary to support, or temporarily replace, the patient's circulatory or respiratory function. The perfusionist is knowledgeable concerning a variety of complex medical equipment used to perform extracorporeal circulation, and is responsible for consulting with physicians to manage patients in various clinical situations.

   Increases in technologies of cardiovascular medicine, such as the use of ventricular assist devices, the total artificial heart, and coronary angiography and angioplasty, have further increased the demand for perfusionists. Perfusionists work in hospital settings and most are employed either by hospitals, individual surgeons, surgical groups, or private health care corporations. Experienced perfusionists may find career opportunities working for companies who manufacture perfusion supplies and equipment. These individuals may be employed in research and development, or in some cases, may be employed in marketing or sales. A typical work week consists of a 40-hour schedule with additional on-call coverage for emergencies. Perfusionists may be called to work evenings and weekends. Perfusionists enjoy starting yearly salaries that range from $85,000 to 90,000. In most cases additional compensation in the range of 10-25 percent of base salary may be earned for "on-call time" and shift differentials.

   The Clinical Perfusion Science Education Program at UNMC is 21 months in length. Upon successful completion of the program, UNMC awards the Master of Perfusion Science degree, making graduates eligible for national certification. The first two semesters (Phase I) consist of didactic course work with an introduction to perfusion science. The remaining 11 months (Phase II and III) consist of clinical rotations, a research project and elective courses.

   Additionally, the CPE Program offers an online Master Degree in Clinical Perfusion (MDCP) Degree Advancement Option (DAO) for those who have already completed a CAAHEP-accredited perfusion education program. DAO participants are part-time students, and are allowed up to five years to complete a 17 hour curriculum. For additional information on this option, see the website at http://www.unmc.edu/alliedhealth/online/graduate/mpsdao/index.html.

   b. Accreditation

   The Clinical Perfusion Science Education Program is within the College of Allied Health Professions (CAHP) at the University of Nebraska Medical Center (UNMC). The program is fully accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP). The Program also belongs to the Perfusion Program Directors Council. To contact CAAHEP, please use the contact information below:

   Committee on Accreditation of Allied Health Education Programs
   1361 Park Street
   Clearwater, FL 33756
   Phone: 727.210.2350
   Website: www.caahep.org

   c. Admission Requirements

   By the intended date of enrollment applicants must have successfully completed their undergraduate college course work at an accredited college or university. Most successful applicants possess a grade point average of 3.0 or better on a 4.0 scale. Grades below C are not accepted for transfer to the program.
Prior to the start of the perfusion program, successful applicants must possess a bachelor’s degree and be well rounded in the biological sciences, chemistry and mathematics. Applicants must have satisfactorily completed the minimum hours specified in the following subject areas:

**Required College Courses**

- **Biology** 12 semester credit hours
  Courses may include laboratory sessions, and should emphasize body structure, development, tissue organization and function. These courses may include but are not limited to general biology, cell biology, microbiology, physiology, anatomy, zoology, histology, embryology, genetics, and immunology.

- **Chemistry** 6 semester credit hours
  Courses should emphasize physical principles and may include but are not limited to general chemistry, qualitative analysis, quantitative analysis, and organic chemistry.

- **Physics** 3 semester credit hours
  Course must include laboratory session. These courses may include general physics, quantum physics, or physics for life sciences.

- **Mathematics** 3 semester credit hours

**Selection of Students**

Upon review of the applications, those applicants considered most competitive will be invited for a personal interview. An applicant is considered without regard to age, sex, race, color, national origin, religion, political beliefs, or disability. Motivational factors, life experience, patient care experience, maturity, personality as assessed in personal interviews, and recommendations are important factors in the selection process. An applicant’s academic record is important as an indicator of ability to succeed in an intensive and rigorous program.

Applicants who have not been accepted for admission may be placed on an alternate list. In the event a seat in the educational program becomes available, alternates will be contacted and offered admission. However, being placed on an alternate list does not guarantee that the individual will be accepted in the future class. Alternate candidates must reapply if they wish to be considered in future years.

**d. Degree Requirements**

Graduation requirements include successful completion of the following:

1. Pass, with a greater than 70% grade, a comprehensive written objective test which focuses on problems encountered in the practice of clinical perfusion.

2. Complete thorough and comprehensive evaluations of different patients who are to undergo clinical perfusion. The student must be able to differentiate between abnormal and normal variations and to design a pump circuit that would meet the physiological needs of the patient undergoing surgery. Demonstrate through appropriate consultation with the faculty member that a suitable circuit has been selected and that the patient can be safely supported on cardiopulmonary bypass.

3. Meet all standards as established by the clinical competency committee.
### e. Curriculum

#### Fall Semester (First Semester)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CLPR 502</td>
<td>Introduction to Perfusion Technology</td>
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<tr>
<td>CLPR 505</td>
<td>Perfusion Concepts I</td>
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<tr>
<td>CLPR 506</td>
<td>Applied Clinical Practices</td>
<td>2</td>
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<tr>
<td>CLPR 702</td>
<td>Perfusion Seminar I</td>
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<tr>
<td>PAMM 690</td>
<td>Pathology, Biology of Disease</td>
<td>5</td>
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<tr>
<td>CAHP 530</td>
<td>Scanning the Health Care Environment</td>
<td>1</td>
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<tr>
<td>CAHP 723</td>
<td>Principles of Critical Inquiry</td>
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**TOTAL SEMESTER HOURS for FALL SEMESTER** 17

#### Spring Semester (Second Semester)

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>CLPR 512</td>
<td>Perfusion Techniques</td>
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<tr>
<td>CLPR 515</td>
<td>Perfusion Concepts II</td>
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<tr>
<td>CLPR 520</td>
<td>Thesis Development</td>
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<tr>
<td>CLPR 703</td>
<td>Perfusion Seminar II</td>
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<td>CLPR 705</td>
<td>Pediatric Perfusion</td>
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<tr>
<td>PHAR 507</td>
<td>Pharmacology</td>
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<td>CAHP 531</td>
<td>Management in Health Care</td>
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**TOTAL SEMESTER HOURS for SPRING SEMESTER** 18

#### Summer Semester (Third Semester)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLPR 501</td>
<td>Applied Electronics &amp; Biomedical Monitoring</td>
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</tr>
<tr>
<td>CLPR 701</td>
<td>In Vitro/In Vivo Lab Procedures</td>
<td>2</td>
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<tr>
<td>CLPR 708</td>
<td>Journal Review</td>
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<tr>
<td>CLPR 710</td>
<td>Thesis Development II</td>
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<tr>
<td>CLPR 715</td>
<td>Clinical Rotation Perfusion I</td>
<td>5</td>
</tr>
<tr>
<td>CLPR 718</td>
<td>Clinical Rotation Perfusion II</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SUMMER SEMESTER** 17

#### Fall Semester (Fourth Semester)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLPR 711</td>
<td>Thesis Development III</td>
<td>1</td>
</tr>
<tr>
<td>CLPR 720</td>
<td>Clinical Rotation Pediatric Perfusion I</td>
<td>5</td>
</tr>
<tr>
<td>CLPR 722</td>
<td>Perfusion Seminar III</td>
<td>1</td>
</tr>
<tr>
<td>CLPR 730</td>
<td>Clinical Rotation Perfusion III</td>
<td>5</td>
</tr>
<tr>
<td>CAHP 626</td>
<td>Health Care Ethics &amp; Critical Thinking</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for FALL SEMESTER** 15

#### Spring Semester (Fifth Semester)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLPR 712</td>
<td>Thesis Development IV</td>
<td>1</td>
</tr>
<tr>
<td>CLPR 723</td>
<td>Perfusion Seminar IV</td>
<td>1</td>
</tr>
<tr>
<td>CLPR 725</td>
<td>Clinical Rotation Pediatric Perfusion II</td>
<td>5</td>
</tr>
<tr>
<td>CLPR 735</td>
<td>Clinical Rotation Perfusion IV</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SPRING SEMESTER** 12

**TOTAL CLINICAL PERFUSION CURRICULUM** 79

* Due to the rotation schedule some students may not take CLPR 720 or CLPR 725 in the designated semester. These students will instead take an additional rotation of CLPR 730 or CLPR 735, respectively. Therefore, the grade for either of these two courses will reflect the additional rotation through the adult clinical affiliate hospital.
f. **Estimated Tuition & Related Expenses**

Tuition and fees are subject to change, as determined by the University of Nebraska Board of Regents. Questions regarding residency status should be directed to UNMC Student Services.

The current approved tuition and fees charges can be found on the program website at: [http://www.unmc.edu/alliedhealth/education/cpe/admission/tuition.html](http://www.unmc.edu/alliedhealth/education/cpe/admission/tuition.html).

g. **Program-Specific Policies & Procedures**

Clinical Perfusion program-specific policies and procedures can currently be found in the Clinical Perfusion Student Handbook. Please refer to that document for additional policy information.

h. **Program Faculty**

The faculty of the Clinical Perfusion Program is as follows:

**Professor**

John H. Tinker, Professor and Medical Director, B.S. 1964 University of Cincinnati, M.D. 1968 University of Cincinnati

**Associate Professors**

Michael Borkon, Adjunct Assistant Professor, A.B. 1972 Case Western Reserve University, M.D. 1975 Johns Hopkins University College of Medicine.

David W. Holt, Program Director and Adjunct Associate Professor, B.S. 1979 Ohio State University, M.A. 2003 Ohio State University.

**Assistant Professors**

Joseph Deptula, Adjunct Assistant Professor, B.S. 1995 University of Illinois at Champaign, CPE Certificate 1997 University of Nebraska Medical Center, MPS 2004 University of Nebraska Medical Center.

Lance Fristoe, Adjunct Assistant Professor, B.S. 1991 University of Texas Health Science Center, M.A. of Medical Sciences 2002 St. Francis College.

Benjamin L. Greenfield, Adjunct Assistant Professor, B.S. 2001 Nebraska Wesleyan University, M.P.S. 2003 University of Nebraska Medical Center.

Tammy L. Hoffman, Adjunct Assistant Professor, B.S. 1996 Duquesne University, M.J. 2004 Widener University College of Law.

Bernadette Miller, Adjunct Assistant Professor, B.S. 1997 College of St. Mary, MPS 2002 University of Nebraska Medical Center.

Juan L. Tucker, Adjunct Assistant Professor, B.S. 1981 University of Arkansas at Pine Bluff, M.P.S. 2006 University of Nebraska Medical Center.

**Clinical Instructors**


Kent H. Hoxmeier, Adjunct Instructor, BSRT 1988 University of Nebraska Medical Center.

Charles E. Johnson, Adjunct Instructor, B.S. 1992 St. Louis University.

Mark Moreno, Adjunct Instructor, B.S. 1985 University of Nebraska at Omaha.

Steven D. White, Adjunct Instructor, B.S. 1989 University of Nebraska Lincoln.
4. Computed Tomography

a. Practicum Description
Computed Tomography (CT) Practicum offers one semester of didactic and clinical experience to graduates of an accredited radiography program. The Practicum will be offered twice during the academic year; during the summer and fall semesters for 14 weeks. Participants who complete the Practicum will have the opportunity to acquire the knowledge, skill-base, and exam requirements needed to be eligible to sit for the CT Registry exam offered by the American Registry of Radiologic Technologists (ARRT).

b. Accreditation
The Computed Tomography Practicum is offered as an advanced option under the Radiography Program and is not a separately accredited program. The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

For more information on JRCERT, please use the contact information below:
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: 312.704.5300
Website: www.jrcert.org

c. Admission Requirements
Admission to the Computed Tomography Practicum requires the applicant to successfully complete the following prior to matriculation:

- Graduate from an accredited Radiography program (students who are in their final months of study are eligible to apply);
- Be registered and in good standing with the ARRT (proof of registration and good standing may be required).

d. Curriculum
All required didactic and clinical courses must be completed with a minimum letter grade of C- or better. The 14 week practicum consists of didactic and clinical instruction.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 460R</td>
<td>CT Protocols &amp; Cross Sectional Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 461R</td>
<td>CT Physics</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 462R</td>
<td>Applied Computed Tomography Clinical</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER HOURS for CT PRACTICUM 6

e. Estimated Tuition & Related Expenses
Tuition and fees are subject to change, as determined by the University of Nebraska Board of Regents. Questions regarding residency status should be directed to UNMC Student Services.

Students enrolled in the CT Practicum are not considered degree-seeking, and therefore are not eligible for federal financial aid. The current approved tuition and fees charges can be found on the program website at: http://www.unmc.edu/alliedhealth/education/ct/admission/tuition.html.

f. Practicum-Specific Policies & Procedures
All CT students will be required to sign the Student Responsibility Statement located on the following page:
As a student in the Division of Radiation Science Technology Education (RSTE), it is your responsibility to read this CT Practicum-specific policies & procedures section. You are also required to read the rest of the CAHP Student Handbook and the UNMC Student Handbook (http://www.unmc.edu/studentservices/documents/handbook.pdf), and are expected to abide by all regulations contained in them.

Your signature below confirms you have read and understand the CT Practicum-specific policies and procedures, the Radiation Science Technology Education policies and procedures, the College of Allied Health Professions Student Handbook, and the University of Nebraska Medical Center Student Handbook and that you agree to conditions stated in each of these documents.

_________________________________________  __________________________
Student Signature                              Date

_________________________________________  __________________________
Practicum Director Signature                  Date
Supervision of Students

Clinical Supervision of Students: All RSTE students must have adequate and proper supervision during all clinical assignments as specified by individual institutional, program, and accreditation policies. The following policies and procedures apply to UNMC clinical assignments for students, technologists, and evaluators.

CT Procedure: A registered technologist will provide direct supervision for procedures performed. The student will transition from observation to active participation during the curriculum. Initially, the staff technologist will provide direct one-on-one supervision regardless of the exam or its degree of difficulty. Ultimately the student will transition to a more active role in the completion of an exam. After adequate didactic and clinical instruction and exam competency has been established, the supervising technologist may take on more of an indirect role. The supervising technologist will always remain available to the student.

Procedure for Clinical Evaluations
1. Clinical evaluations include the three domains of learning: cognitive (knowledge), affective (professional behaviors), and psychomotor (technical skills).
2. The student will receive a minimum of two evaluations for affective, psychomotor, and cognitive areas in the practicum.
3. Clinical instructor and staff feedback will be used in the evaluation process.

Academic Probation
Students who perform at a non-acceptable level as defined by the program, in any of the three domains, may be placed on academic probation.
1. Students will be notified of the nature of the problem and discuss ways to improve.
2. The length of the probationary period will be clearly defined on an individual basis.
3. At a defined time the student will receive another evaluation. If improvement is not demonstrated, the student will be removed from clinic and a failing grade can be issued for the clinical course. A committee of program directors in the RSTE division will assess and determine if dismissal from the program will be recommended.
4. If improvement is shown, the student may either be removed from probation or probation may be continued for a defined time.
5. If the behavior is noted again at any time during the remainder of the practicum, the student will immediately receive a failing grade for the course and be recommended for dismissal.

Clinical Compliance
Accidents/Incidents: As general policy, RSTE students will comply with the policies and procedures with the clinical site at which they are assigned. It is the policy that there be written reports of all unusual incidents/accidents.

An incident is an unusual occurrence which is not consistent with the routine operation of the institution or clinical rotation which may or did cause harm, involves possible negligence, requires some immediate consideration or action by a supervisor.

A student enrolled in a program in the Division of Radiation Science Technology Education is expected to provide prompt, complete and accurate written documentation of the details related to any accidents/incidents, thus enabling corrective actions and/or programs for prevention. The program adheres to the Infection Control Policy for University Hospitals and Clinics. Students with signs and symptoms of an infectious process should report immediately to the program director for appropriate referral.
All accidents/incidents must immediately be reported to the clinical supervisor or immediate person in charge. Proper report forms must be completed.

**Equipment Use and Operation:** The professions in Radiation Science Technology employ the use of highly specialized equipment. Any equipment failure or equipment that is not in proper working order must be reported immediately to the technical supervisor. Do not place any calls to equipment representatives. Do not attempt to repair.

**Blood Borne Pathogens Exposure Plan for Students**

Campus Blood Borne Pathogen Exposure (on and off campus): Students must call the Medical Communication Center at 402-559-6824 or the OUCH pager at 402-888-6824 (24 hours a day, 7 days a week) ASAP and report to the nearest emergency room for appropriate blood borne pathogen procedures. On the next work day, please call the Student Health office at 402-559-5158 with information regarding your ED visit.

**Radiation Protection**

It is each student’s responsibility to adhere to the following guidance for radiation protection:

1. Students must practice safe radiation and protection criteria and practice the principles of ALARA at all times. These are found in the UNMC Radiation Safety Manual available online at [www.unmc.edu/CRSO](http://www.unmc.edu/CRSO).

2. The principles of decreased time and increased distance and shielding shall be employed when working with radiation.

3. The spread of any accidental contamination from radioactive materials will be decreased by frequent personnel monitoring and hand washing.

4. Radiation exposure is measured by personnel monitoring device; therefore, they must be worn at all times within the department. Personnel monitoring devices are to be worn at the collar. **It is the student’s responsibility to exchange badges on a quarterly basis with person designated by the RSO for each program.**

5. If your personnel monitoring device is lost or left where it can be exposed unknowingly, contact the respective program director immediately.

6. In accordance with the philosophy of keeping exposures ALARA (As Low As Reasonably Achievable), the Radiation Safety Office has established levels at which the dosimetry company will provide immediate notification of a higher than normal reading. These notification levels are presently as follows:

<table>
<thead>
<tr>
<th>Dose Type</th>
<th>Evaluation Level</th>
<th>Investigation Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDE (whole body)</td>
<td>300 mrem</td>
<td>600 mrem</td>
</tr>
<tr>
<td>LDE (lens of eye)</td>
<td>900 mrem</td>
<td>1500 mrem</td>
</tr>
<tr>
<td>SDE (skin or extremity)</td>
<td>900 mrem</td>
<td>2000 mrem</td>
</tr>
<tr>
<td>Declared Pregnant Woman</td>
<td>40 mrem</td>
<td>50 mrem</td>
</tr>
</tbody>
</table>

**ALARA DOSE LIMITS (PER MONITORING PERIOD)**

Any doses above the ALARA Evaluation Level require that the Radiation Safety Officer review the circumstances pertaining to this dose and determine if additional actions need to be taken or if further investigation is required. An investigation requires that the Radiation Safety Officer investigate the cause of the dose and steps that may be required to prevent this dose level in the future with consideration of cost and scientific impact. All doses above the ALARA action levels will be reported to the Radiation Safety Committee.

The Radiation Safety Committee may alter these values based on regulatory or departmental concerns. When an individual exceeds any one of these levels, a follow-up survey may be conducted to determine if a reduction in dose can be reasonably achieved.
For further information regarding personnel monitoring of ionizing radiation, refer to the UNMC Radiation Safety Manual (http://www.unmc.edu/CRSO/) or contact the Radiation Safety Office.

If a student becomes pregnant, she is encouraged to voluntarily consult with the program director concerning the most appropriate procedure to assure that exposure to the fetus is less than 0.5 rem (refer to Pregnancy Policy below).

**Pregnancy**
The pregnancy policy is a voluntary program intended to provide safety for pregnant students and their fetus who are considered occupationally exposed to ionizing radiation. In the event of a suspected or confirmed pregnancy, it is the responsibility of the student to advise her program director in writing of her condition. Pregnancy will not affect the student’s enrollment in the academic courses in the program. However, due to the physical requirements placed upon the student in the clinical courses and assignments, and in order to comply with 180 NAC 004.13 (10 CFR Part 20.1208) to keep the radiation exposure to the fetus as low as reasonably achievable (no more than 500 mrem during the entire gestation period), the following procedures will apply:

1. The student may voluntarily report suspected or confirmed pregnancy to the program director. At that time the UNMC/Nebraska Medicine policies and procedures and the RSTE Student Policies and Procedures Manual pregnancy policy will be reviewed with the student. Once the student has elected to declare suspected or confirmed pregnancy, the student should:
2. Complete the form “UNIVERSITY of NEBRASKA MEDICAL CENTER DECLARATION OF PREGNANCY” and forward it to the Radiation Safety Office. (See form on next page.)
3. The Radiation Safety Office will determine the estimated radiation dose from time of conception to the date of declaration based on dosimetry records and calculate the permissible remaining dose to the embryo/fetus for the remainder of the pregnancy. (See the next page).
4. Upon review of the findings and recommendations of the Radiation Safety Officer or Medical Radiation Physicist, clinical assignments will be reviewed. Clinical assignments will only be altered if the fetus received the maximum permissible dose as stated by 180 NAC 004.13 (10 CFR Part 20.1208). Any clinical competencies not completed for reasons related to pregnancy must be successfully completed prior to graduation.
5. Provide the program director with written indication of intent to:
   a. continue in the practicum, or
   b. take a medical leave of absence with intent to complete the practicum (form available from CAHP Academic & Student Affairs), or
   c. withdraw from the practicum (form available from CAHP Academic and Student Affairs).
6. The student should provide the program director with written consent from her physician providing medical advice for:
   a. continuing in the program as a full-time student, and/or
   b. any limitations placed upon the student while enrolled in the program.
7. A student may also voluntarily withdraw their declaration of pregnancy in writing at any time. (See form on following pages.)
UNIVERSITY OF NEBRASKA MEDICAL CENTER
DECLARATION OF PREGNANCY

Name of Individual: 
Date of Conception (month/year): 

By providing this information to the Radiation Safety Officer, in writing, I am declaring myself to be pregnant as of the date shown above. Under the provisions of 180 NAC 004.13 (10 CFR Part 20.1208), I understand that my exposure will not be allowed to exceed 5 mSv (500 mrem) during my entire pregnancy, from occupational exposure to radiation. I understand that this limit includes exposure I have already received. If my estimated exposure since the above date of conception has already exceeded 4.5 mSv (450 mrem), I understand that I will be limited to no more than 0.5 mSv (50 mrem) for the remainder of my pregnancy. If I should find out that I am not pregnant, or if my pregnancy is terminated, I will inform my immediate supervisor as soon as practical.

Signature of Individual: Date: 
Department: Zip Code: Extension: 
Signature of Immediate Supervisor: Date: 
Name & Title of Immediate Supervisor: 

RECEIPT OF DECLARATION OF PREGNANCY

Name of Supervisor: 
Name of Declared Pregnant Worker: 

I have received notification from the above named woman that she is pregnant. I am enclosing a copy of Nuclear Regulatory Commission Regulatory Guide 8.13, Revision 3 “Instruction Concerning Prenatal Radiation Exposure.” I have evaluated her prior exposure and established appropriate limits to control the dose to the developing embryo/fetus in accordance with limits in 180 NAC 004.13 (10 CFR Part 20.1208). She should avoid substantial exposure variations and try to maintain a uniform monthly exposure (i.e. 50 mrem/month).

The dose to the embryo/fetus during the entire pregnancy is limited to: 500 mRem

Estimated dose from time of conception to date of declaration: ____ mRem

Remaining dose to embryo/fetus for the remainder of pregnancy: ____ mRem

Signature of Radiation Safety Officer: 
Date Signed: 

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WITHDRAWAL OF PREGNANCY DECLARATION FORM

<table>
<thead>
<tr>
<th>Name of Individual:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am withdrawing my previous declaration of pregnancy in writing. I understand that by submitting this form I agree to the lifting of any previous work restrictions imposed on me as a result of my pregnancy, and to the removal of additional dosimeters.</td>
<td></td>
</tr>
<tr>
<td>I also understand that it is my sole responsibility to give this written notification to the appropriate RSTE division personnel and/or my immediate supervisor.</td>
<td></td>
</tr>
<tr>
<td>Signature of Individual:</td>
<td>Date:</td>
</tr>
<tr>
<td>Department:</td>
<td>Zip Code: Extension:</td>
</tr>
<tr>
<td>Signature of Immediate Supervisor:</td>
<td>Date:</td>
</tr>
<tr>
<td>Name &amp; Title of Immediate Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

RECEIPT OF WITHDRAWAL OF DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Student Submitting the Withdrawal of Pregnancy Declaration Form:</td>
</tr>
<tr>
<td>I have received notification from the above named woman that she is withdrawing her declaration of pregnancy. Fetal monitoring will be discontinued and she is free to return to all previous duties and assignments.</td>
</tr>
<tr>
<td>Signature of Radiation Safety Officer:</td>
</tr>
<tr>
<td>Date Signed:</td>
</tr>
</tbody>
</table>
RSTE Dress Code Policy
All students will dress in a professional manner, appropriate for the situation and according to the following guidelines:

1. Grand Island and Kearney RSTE students will wear pewter colored scrubs with or without a pewter or white lab jacket. All other RSTE students will wear navy scrubs with or without a navy or white lab jacket.

2. The uniform top will have the UNMC/Nebraska Medicine logo patch sewn on upper left chest. All uniforms should be purchased from the UNMC bookstore.

3. A solid white or gray shirt may be worn under the scrub top and must be tucked into the scrub pant.

4. Pant hemlines should not touch or drag on the ground.

5. Simple jewelry may be worn with the uniform, i.e., small earrings, wedding rings, and watches.
   a. Visible piercings and transdermal implants must be removed or covered except ear piercings.
   b. Ear gauges must be plugged with flesh colored plugs while in clinic.
   c. Earrings must be small and not touching the neck.
   d. Bandanas are not permitted.

6. Visible tattoos that are larger than 2” x 2” or clearly offensive, including but not limited to anything hateful, violent, profane and/or containing nudity, must be completely covered.

7. Flat, enclosed-toe, neutral colored shoes are acceptable. Socks must be worn at all times.

8. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating.
   a. Students are to wear from home their uniform or proper street clothing and then change into clean scrubs after they arrive at the hospital/clinic. At the end of the shift, the students are to change back into their uniform or proper street clothing.
   b. All scrub clothing provided by the hospital/clinic may not be removed from the property. Scrubs must not be worn outside of the hospital/clinic buildings.

9. Proper UNMC photo ID and personnel monitoring devices must be worn at all times. The ID must be visible at all times to identify student status.

Students are held responsible for their appearance and will be dismissed from clinic if inappropriately attired, groomed, or adorned per faculty standards. (Ex: artificial fingernails are not allowed, hair worn longer than shoulder length must be pulled back, etc.). If a student is sent home from clinic due to a dress code violation, the amount of time missed from clinic will be deducted from the student comp time allotment.

Use of Technology
1. Personal phone calls during clinic hours must be kept to a minimum.

2. No personal long distance calls are permitted on department telephones.

3. Personal technology such as iPods and cell phones may not be carried or used during clinic or class. Technology used for educational purposes may be used as approved by class instructors.

4. Computer use is permitted for the purpose of academic endeavors only with supervisor approval.
Student Leave Time

Personal Time
Students enrolled in the Division of RSTE are given 16 hours of leave time for personal affairs each semester. It is intended to provide necessary time for planned or unplanned events without jeopardizing the student’s attendance record. Regarding the use of student leave time, the following guidelines must be followed:

1. Unused time allotted is not transferrable to a successive semester.
2. Allotted hours may be used for such things as illness, funerals, medical and dental appointments, job interviews, or vacations.
3. All leave time for reasons other than illness must have prior approval of the program director.
4. Students taking more than the allotted number of hours will be required to make up the time according to the discretion of the program director.
5. Unauthorized absenteeism may result in disciplinary actions.
6. A student may be required to furnish satisfactory medical proof of illness, disability or dental work.
7. Students must contact the person in charge of the assigned clinical area and/or the program director 30 minutes prior to time assigned for arrival if they are unable to attend the scheduled day unless directed otherwise by their program director.
8. It is recommended that suspected and confirmed pregnancy be reported to the program director. Time lost due to pregnancy must be made up according to the decision of the program director based on the Radiation Protection and Pregnancy Policies contained in this document.
9. Full time students may request up to 5 days of funeral/bereavement leave in the event of a death of an immediate family member. Documentation may need to be provided upon request.
10. Students may voluntarily choose to spend additional authorized time participating in clinic procedures over and above their scheduled hours as long as the student continues to perform in the student capacity, including direct supervision and holding only student clinical responsibilities. However, no compensation time will be awarded.

Personal Property
UNMC, the Department of Radiology or Radiation Oncology or your respective programs are not responsible for your valuable possessions. All valuables and money should be monitored closely by each individual.

Inclement Weather Policy
Official cancellations of clinical assignments and/or RSTE classes at UNMC due to inclement weather will be concurrent with that announced on the radio and TV for UNO. In the event of cancellation during the day because of weather, students will be notified by their program director. In situations other than official UNO closings, students electing not to travel due to inclement weather conditions must contact their program director (or designee) and time will be deducted from their personal leave bank. Students that are at distance education sites will follow local community college or university cancellations.

g. Practicum Faculty
The faculty of the CT Practicum is as follows:

Practicum Director
Tammy Jones, Assistant Professor, B.S. 2000 University of Nebraska Medical Center, M.P.A. 2002 University of Nebraska at Omaha.

Clinical Education Coordinator
Stephanie Lough, Faculty, B.S. 2007 University of Nebraska Medical Center.
5. Cytotechnology

a. Program Description

Cytology is defined as the study of cells. Working with a microscope, cytotechnologists study specimens from all body sites. Using subtle clues in the cells themselves, cytotechnologists can solve the mystery of disease by diagnosing cancer, precancerous lesions, benign tumors, infectious organisms and inflammatory processes. Cytotechnologists help save lives by discovering diseases early when treatment is most effective. A career as a cytotechnologist can be both challenging and rewarding.

Cytotechnologists are employed at the staff level in hospitals and private laboratories, university medical centers and government facilities. With experience, positions are available at the supervisory, educational and administrative levels. The job responsibilities of cytotechnologists are expanding and research opportunities are increasing with the advancement of new tumor identification techniques.

The Cytotechnology Program at UNMC is 12 months in length. Upon successful completion of the program, UNMC awards a post-baccalaureate certificate, making graduates eligible for national certification. Instruction is provided at The Nebraska Medical Center.

b. Accreditation

The Cytotechnology Program is accredited by the Cytotechnology Programs Review Committee (CPRC) which is part of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). To contact CAAHEP, please use the contact information below:

Committee on Accreditation of Allied Health Education Programs
1361 Park Street Phone: 727.210.2350
Clearwater, FL  33756 Website: www.caahep.org

c. Admission Requirements

Admission to the Cytotechnology Program requires the applicant to possess a bachelor's degree and be well rounded in the biological sciences, chemistry and mathematics. Applicants must have satisfactorily completed the minimum hours specified in the following subject areas:

Required College Courses

- Biology 20 semester credit hours
  Courses may include laboratory sessions, and should emphasize body structure, development, tissue organization and function. These courses may include but are not limited to general biology, bacteriology, parasitology, cell biology, physiology, anatomy, zoology, histology, embryology, genetics, and immunology.

- Chemistry 8 semester credit hours
  Courses must include laboratory sessions

- Mathematics 3 semester credit hours

Candidates for admission are required to submit a completed application form, complete transcripts of all college work and three letters of recommendation. A personal interview will be scheduled. Preference will be given to students possessing a GPA higher than 2.8, and computer and previous health care experience.

d. Degree Requirements

Successful completion of the program requires an average of 70% or above on all didactic and clinical courses unless specified otherwise in the syllabus (i.e., proficiency exams, daily screening averages).
e. Curriculum

<table>
<thead>
<tr>
<th>Fall Semester (First Semester)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course #</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>CYTO 701</td>
<td>Introduction to Cytology, Cytopreparation</td>
</tr>
<tr>
<td>CYTO 702</td>
<td>Cytology/Female Genital Tract</td>
</tr>
<tr>
<td>CYTO 703</td>
<td>Cytology/Respiratory Tract</td>
</tr>
<tr>
<td>CYTO 704</td>
<td>Cytology/Urinary Tract</td>
</tr>
<tr>
<td>CYTO 705</td>
<td>Cytology/Body Fluids &amp; Cerebrospinal Fluid</td>
</tr>
<tr>
<td>PAMM 690</td>
<td>Pathology, Biology of Disease</td>
</tr>
<tr>
<td>CAHP 723</td>
<td>Principles of Critical Inquiry</td>
</tr>
<tr>
<td><strong>TOTAL SEMESTER HOURS for FALL SEMESTER</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester (Second Semester)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course #</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>CYTO 710</td>
<td>Cytology/Gastrointestinal Tract</td>
</tr>
<tr>
<td>CYTO 711</td>
<td>Fine Needle Aspiration Cytology</td>
</tr>
<tr>
<td>CYTO 712</td>
<td>Immunocytochemistry</td>
</tr>
<tr>
<td>CYTO 713</td>
<td>Cytology Laboratory Management</td>
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<tr>
<td>CYTO 714</td>
<td>Cytotechnology Clinical Practicum</td>
</tr>
<tr>
<td><strong>TOTAL SEMESTER HOURS for SPRING SEMESTER</strong></td>
<td><strong>12</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Summer Semester (Third Semester)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course #</strong></td>
<td><strong>Course Title</strong></td>
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<tr>
<td>CYTO 714</td>
<td>Cytotechnology Clinical Practicum</td>
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<tr>
<td><strong>TOTAL SEMESTER HOURS for SUMMER SEMESTER</strong></td>
<td><strong>4</strong></td>
</tr>
<tr>
<td><strong>TOTAL CYTOTECHNOLOGY CURRICULUM</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

f. Estimated Tuition & Related Expenses

Tuition and fees are subject to change, as determined by the University of Nebraska Board of Regents. Questions regarding residency status should be directed to UNMC Student Services.

The current approved tuition and fees charges can be found on the program website at: http://www.unmc.edu/alliedhealth/education/cyto/admission/tuition.html.

g. Program-Specific Policies & Procedures

Cytotechnology program-specific policies and procedures can currently be found in the Cytotechnology Student Handbook. Please refer to that document for additional policy information.

h. Program Faculty

The faculty of the Cytotechnology Program is as follows:

**Medical Director**
Stanley J. Radio, Professor, B.S. 1979 Iowa State University, M.D. 1983 University of Iowa.

**Program Director**
Amber D. Donnelly, Associate Professor, B.S. 1992 University of Oklahoma Health Sciences Center, M.P.H. 2004, Ph.D. 2008 University of Nebraska Medical Center.

**Education Coordinator**
Maheswari S. Mukherjee, Assistant Professor, BPT 2000 MGR Medical University, MS 2004 Mahatma Gandhi University, PhD 2012 University of Nebraska Medical Center.
6. Diagnostic Medical Sonography

a. Program Description

Diagnostic Medical Sonography (DMS) is a specialty discipline in the Division of Radiation Science Technology Education within the College of Allied Health Professions (CAHP). All courses taken in the DMS program apply toward a Bachelor of Science degree in Radiation Science Technology or a Post-Baccalaureate Professional Certificate in Diagnostic Medical Sonography awarded by the University of Nebraska Medical Center.

The DMS Program at UNMC consists of twelve consecutive months of lectures, demonstration labs, and supervised clinical instruction designed to integrate basic science principles and communication skills with the practice of diagnostic medical sonography. Students spend approximately 40 hours per week in training. This time includes approximately 10 hours of didactic training and 30 hours of clinical training per week. The comprehensive, competency-based curriculum offers the student a variety of learning opportunities and clinical experiences to prepare them for a career as a diagnostic medical sonographer.

b. Accreditation

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and graduates are eligible to take national registry exams in Sonographic Principles and Instrumentation, Abdomen, OB/GYN and Pediatric Sonography offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). The program complies with the Standards and Guidelines set by the Joint Review Committee on Education in Diagnostic Medical Sonography.

To contact CAAHEP, please use the contact information below:

Committee on Accreditation of Allied Health Education Programs
1361 Park Street Phone: 727.210.2350
Clearwater, FL  33756 Website: www.caahep.org

c. Admission Requirements

Applicants to the Diagnostic Medical Sonography Program must:

- Graduate from an accredited Radiography program (students who are in their final months of study are eligible to apply);
- Be ARRT(R) certified, registered and in good standing with the ARRT (proof of registration and good standing may be required);
- Present a prerequisite GPA of at least 2.5 on a 4.0 scale (no grades lower than C- will transfer to UNMC for credit);
- Present a radiography program GPA of at least 3.0 on a 4.0 scale; and
- Successfully complete a minimum of 21 semester hours at an accredited college or university including the following coursework:
  - Language/Social Sciences 9 semester credit hours
    - Written or Oral Communication required
    - Coursework used to meet this requirement may include but is not limited to literature, composition, communication, speech, foreign language, philosophy, psychology, sociology, art, history, religion.
  - Mathematics 3 semester credit hours
    - College Algebra, Statistics, or higher mathematics
• Natural Sciences  9 semester credit hours
  • College or General Physics required
    Coursework used to meet this requirement may include but is not limited to anatomy,
    physiology, biology, chemistry, physics, or earth sciences.
  • Successfully complete the following specific requisites prior to graduation from the program:
    (These courses may be included as part of a radiography program.)
    • Patient care
    • Medical Ethics & Law
    • Pathophysiology
    • Medical Terminology

d. Degree Requirements
Required courses, totaling 40 semester hours, are completed as part of a 12-month curriculum. All
required courses must be completed with a minimum passing grade of 70% unless specified
otherwise in the syllabus to meet graduation requirements. A minimum total of 120 semester
credit hours is required for the Bachelor of Science in Radiation Science Technology degree, and
completion of the 40 semester hours in Diagnostic Medical Sonography for the Post-Baccalaureate
Professional Certificate.

e. Curriculum

Fall Semester (First Semester)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>RSTE 401/601S</td>
<td>Ultrasound Physics I</td>
<td>1</td>
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<tr>
<td>RSTE 412/612S</td>
<td>Applied Ultrasound Technology I</td>
<td>4</td>
</tr>
<tr>
<td>RSTE 415/615S</td>
<td>Orientation to DMS</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 431/631S</td>
<td>Obstetrical Conference I</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 432/632S</td>
<td>Gastrointestinal Ultrasound</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 441/641S</td>
<td>Diagnostic Film Review I</td>
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</tr>
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<td></td>
<td>TOTAL SEMESTER HOURS for FALL SEMESTER</td>
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Spring Semester (Second Semester)

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<tr>
<td>RSTE 402/602S</td>
<td>Applied Ultrasound Technology II</td>
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<tr>
<td>RSTE 403/603S</td>
<td>Diagnostic Film Review II</td>
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<tr>
<td>RSTE 405/605S</td>
<td>Obstetrical Conference II</td>
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<tr>
<td>RSTE 407/607S</td>
<td>Advanced Obstetrical Ultrasound</td>
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<tr>
<td>RSTE 408/608S</td>
<td>Gynecological Ultrasound</td>
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</tr>
<tr>
<td>RSTE 409/609S</td>
<td>Genitourinary Ultrasound</td>
<td>1</td>
</tr>
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<td>RSTE 419/619S</td>
<td>Professional Projects I</td>
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</tr>
<tr>
<td>RSTE 451/651S</td>
<td>Ultrasound Physics II</td>
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<td>TOTAL SEMESTER HOURS for SPRING SEMESTER</td>
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Summer Semester (Third Semester)

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<th>Credit Hours</th>
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<tr>
<td>RSTE 421/621S</td>
<td>Professional Projects II</td>
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<tr>
<td>RSTE 452/652S</td>
<td>Applied Ultrasound Technology III</td>
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<td>RSTE 453/653S</td>
<td>Obstetrical Conference III</td>
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<td>RSTE 454/654S</td>
<td>Diagnostic Film Review III</td>
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<td>RSTE 455/655S</td>
<td>High Resolution Sonography</td>
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<tr>
<td>RSTE 457/657S</td>
<td>Pediatric Sonography</td>
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<td></td>
<td>TOTAL SEMESTER HOURS for SUMMER SEMESTER</td>
<td>12</td>
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</table>

TOTAL SEMESTER HOURS for TOTAL DIAGNOSTIC MEDICAL SONOGRAPHY CURRICULUM 40
f. **Estimated Tuition & Related Expenses**
   Tuition and fees are subject to change, as determined by the University of Nebraska Board of Regents. Questions regarding residency status should be directed to UNMC Student Services.
   
   The current approved tuition and fees charges can be found on the program website at: [http://www.unmc.edu/alliedhealth/education/dms/admission/tuition.html](http://www.unmc.edu/alliedhealth/education/dms/admission/tuition.html).

g. **Program-Specific Policies & Procedures**
   All Diagnostic Medical Sonography students will be required to sign the *Student Responsibility Statement* located below:

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**Student Responsibility Statement**

As a student in the Division of Radiation Science Technology Education (RSTE), it is your responsibility to read this DMS-specific Policies & Procedures section. You are also required to read the rest of the CAHP Student Handbook and the UNMC Student Handbook ([http://www.unmc.edu/studentservices/_documents/handbook.pdf](http://www.unmc.edu/studentservices/_documents/handbook.pdf)), and are expected to abide by all regulations contained in them.

Your signature below confirms you have read and understand the DMS-specific policies and procedures, the Radiation Science Technology Education policies and procedures, the College of Allied Health Professions Student Handbook, and the University of Nebraska Medical Center Student Handbook and that you agree to conditions stated in each of these documents.

_________________________  ____________________________
Student Signature         Date

_________________________  ____________________________
Program Director Signature Date
Supervision of Students

Clinical Supervision of Students: All Diagnostic Medical Sonography students must have adequate and proper supervision during all clinical assignments as specified by individual institutional, program, and accreditation policies. The following conditions constitute adequate and appropriate supervision.

Procedure:

1. During the fall semester, direct one-on-one supervision with a staff sonographer will be provided to the student for all examination procedures regardless of type of exam or degree of difficulty. One-on-one supervision involves having a staff sonographer present during the entire procedure if a student is observing or performing an examination.

2. During spring semester, students will receive one-on-one supervision for examination procedures which, in the opinion of the supervising staff sonographer, are beyond the student’s capacity to perform without full supervision. If a procedure is determined to be within the student’s capacity to perform, partial direct supervision will be provided to the student. Partial direct supervision involves periodic checks on the student’s progress during an exam and assistance with the exam as requested by the student or at the discretion of the sonographer.

3. During the summer semester, students will receive one-on-one, partial, direct, or indirect supervision depending on the student’s capacity to perform an examination. If indirect supervision is deemed appropriate by the supervising staff sonographer, the student may perform the examination in its entirety without sonographer supervision. Sonographer assistance will be available at the student’s request. The supervising sonographer will scan after the student has completed the exam.

4. Any sonographic exam performed by a DMS student must also be scanned by a staff sonographer.

The DMS Program uses non-clinical scanning labs as a component of the program. These labs are performed under the supervision of a registered sonographer. All volunteers, including DMS students are required to sign the following form if they volunteer as a scanning model.

Volunteer Authorization Form

By signing this form you agree to act as a volunteer for one or more sonogram studies performed by the students enrolled at the University of Nebraska Medical Center. You will not be paid or receive any other benefit as a result of your participation. The purpose of your participation will be to assist students in their educational and clinical training.

Volunteers will be exposed to ultrasound beam intensities typical of exposure conditions used for normal diagnostic practice. These intensities will be less than 1 W/cm² (for focused ultrasound) which is the standard approved by the American Institute of Ultrasound in Medicine, October 1987. Volunteers may safely receive multiple sonograms. Volunteers must be age 19 or older. Volunteers for obstetrical sonograms must have a normal 18-20 week screening ultrasound from an outside provider.

Sonograms performed by a UNMC student will be done under the supervision of a registered sonographer with attention focused on prudent use of exposure times. Any images acquired are NOT considered diagnostic, will NOT be interpreted by a radiologist, and will NOT be part of your medical record. If you have questions, please discuss them with the credentialed sonographer.

Name of Volunteer ___________________________ DOB ___________________________ Date ____________

Supervising Credentialed Sonographer ___________________________ Date ____________
Procedure for Clinical Evaluations

1. Clinical evaluations also include the three domains of learning: cognitive (knowledge), affective (professional behaviors), and psychomotor (technical skills).
   a. The student will receive a minimum of two evaluations for affective, psychomotor, and cognitive areas in the program before the midpoint of the clinical component of the program. Any ongoing issues will be identified immediately, discussed, and verbal counseling will be documented.

2. Students who perform at a non-acceptable level as defined by the program, in any of the three domains, may be placed on academic probation.
   a. Students will be notified of the nature of the problem and discuss ways to improve.
   b. The length of the probationary period will be clearly defined on an individual basis.
   c. At a defined time the student will receive another evaluation. If improvement is not demonstrated, the student will be removed from clinic and a failing grade can be issued for the clinical course. A committee of program directors in the division will assess and determine if dismissal from the program will be recommended.
   d. If improvement is shown the student may either be removed from probation or probation may be continued for a defined time.
   e. If the behavior is noted again at any time during the remainder of the program, the student will immediately receive a failing grade for the course and be recommended for dismissal.

Clinical Compliance

Accidents/Incidents: As general policy, RSTE students will comply with the policies and procedures with the clinical site at which they are assigned. It is the policy that there be written reports of all unusual incidents/accidents.

An incident is an unusual occurrence which is not consistent with the routine operation of the institution or clinical rotation which may or did cause harm, involves possible negligence, requires some immediate consideration or action by a supervisor.

A student enrolled in a program in the Division of Radiation Science Technology Education is expected to provide prompt, complete and accurate written documentation of the details related to any accidents/incidents, thus enabling corrective actions and/or programs for prevention. The program adheres to the Infection Control Policy for University Hospitals and Clinics. Students with signs and symptoms of an infectious process should report immediately to the program director for appropriate referral.

All accidents/incidents must immediately be reported to the clinical supervisor or immediate person in charge. Proper report forms must be completed.

Equipment Use and Operation: The professions in Radiation Science Technology employ the use of highly specialized equipment. Any equipment failure or equipment that is not in proper working order must be reported immediately to the clinical supervisor. Do not place any calls to equipment representatives. Do not attempt to repair.

Blood Borne Pathogens Exposure Plan for Students
Campus Blood Borne Pathogen Exposure (on and off campus): Students must call the Medical Communication Center at 402-559-6824 or the OUCH pager at 402-888-6824 (24 hours a day, 7 days a week) ASAP and report to the nearest emergency room for appropriate blood borne pathogen procedures. On the next work day, please call the Student Health office at 402-559-5158 with information regarding your ED visit.
**Pregnancy**
The pregnancy policy is a voluntary program intended to provide safety for pregnant students and their fetus. In the event of a suspected or confirmed pregnancy, it is the responsibility of the student to advise her program director in writing of her condition. Pregnancy will not affect the student's enrollment in the academic courses in the program. The student will:

1. Provide the program director with written indication of intent to:
   a. continue in the program, or
   b. take a medical leave of absence with intent to complete the program (form available from CAHP Academic & Student Affairs), or
   c. withdraw from the program (form available from CAHP Academic and Student Affairs).
2. The student should provide the program director with written consent from her physician providing medical advice for any limitations placed upon the student while enrolled in the program.

**RSTE Dress Code Policy**
All students will dress in a professional manner, appropriate for the situation and according to the following guidelines:

1. Grand Island and Kearney RSTE students will wear pewter colored scrubs with or without a pewter or white lab jacket. All other RSTE students will wear navy scrubs with or without a navy or white lab jacket.
2. The uniform top will have the UNMC/Nebraska Medicine logo patch sewn on upper left chest. All uniforms should be purchased from the UNMC bookstore.
3. A solid white or gray shirt may be worn under the scrub top and must be tucked into the scrub pant.
4. Pant hemlines should not touch or drag on the ground.
5. Simple jewelry may be worn with the uniform, i.e., small earrings, wedding rings, and watches.
   a. Visible piercings and transdermal implants must be removed or covered except ear piercings.
   b. Ear gauges must be plugged with flesh colored plugs while in clinic.
   c. Earrings must be small and not touching the neck.
   d. Bandanas are not permitted.
6. Visible tattoos that are larger than 2” x 2” or clearly offensive, including but not limited to anything hateful, violent, profane and/or containing nudity, must be completely covered.
7. Flat, enclosed-toe, neutral colored shoes are acceptable. Socks must be worn at all times.
8. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating.
   a. Students are to wear from home their uniform or proper street clothing and then change into clean scrubs after they arrive at the hospital/clinic. At the end of the shift, the students are to change back into their uniform or proper street clothing.
   b. All scrub clothing provided by the hospital/clinic may not be removed from the property. Scrubs must not be worn outside of the hospital/clinic buildings.
9. Proper UNMC photo ID and personnel monitoring devices must be worn at all times. The ID must be visible at all times to identify student status.
Students are held responsible for their appearance and will be dismissed from clinic if inappropriately attired, groomed, or adorned per faculty standards. (Ex: artificial fingernails are not allowed, hair worn longer than shoulder length must be pulled back, etc.). If a student is sent home from clinic due to a dress code violation, the amount of time missed from clinic will be deducted from the student comp time allotment.

**Use of Technology**
1. Personal phone calls during clinic hours must be kept to a minimum.
2. No personal long distance calls are permitted on department telephones.
3. Personal technology such as iPods and cell phones may not be carried or used during clinic or class. Technology used for educational purposes may be used as approved by class instructors.
4. Only department computers may be used for documenting clock in and clock out procedures via Trajecsys. Personal cell phones may not be used for this function.
5. Computer use is permitted for the purpose of academic endeavors only with supervisor approval.

**Student Leave Time**

**Personal Time**
Students enrolled in the Division of RSTE are given 16 hours of leave time for personal affairs each semester. It is intended to provide necessary time for planned or unplanned events without jeopardizing the student’s attendance record. Regarding the use of student leave time, the following guidelines must be followed:

1. Unused time allotted is not transferrable to a successive semester.
2. Allotted hours may be used for such things as illness, funerals, medical and dental appointments, job interviews, or vacations.
3. All leave time for reasons other than illness must have prior approval of the program director.
4. Students taking more than the allotted number of hours will be required to make up the time according to the discretion of the program director.
5. Unauthorized absenteeism may result in disciplinary actions.
6. A student may be required to furnish satisfactory medical proof of illness, disability or dental work.
7. Students must contact the person in charge of the assigned clinical area and/or the program director 30 minutes prior to time assigned for arrival if they are unable to attend the scheduled day unless directed otherwise by their program director.
8. It is recommended that suspected and confirmed pregnancy be reported to the program director. Time lost due to pregnancy must be made up according to the decision of the program director.
9. Full time students may request up to 5 days of funeral/bereavement leave in the event of a death of an immediate family member. Documentation may need to be provided upon request.

**Personal time for professional meetings:**
The RSTE Division supports participation in professional organizations relevant to the student’s professional growth and development. Therefore, students may qualify for time for documented attendance and involvement in these activities. See program director for more information.

**Student Employment Guidelines**
Opportunities for student employment may exist in the clinic departments and may be initiated and/or discontinued as dictated by manpower needs.
1. Students may not take the place of regular staff in the clinical areas to which they are assigned. It is appropriate, however, for students to assume the responsibility for performing defined activities and tasks, with adequate direction and supervision, after demonstration of clinical competencies.

2. Students may be employed in a clinical setting outside regular educational hours, provided this work does not interfere with their academic responsibilities. In addition, student employment in the clinical setting is non-compulsory and is subject to standard employee policies.

**Personal Property**
UNMC, the Department of Radiology or Radiation Oncology or your respective programs are not responsible for your valuable possessions. All valuables and money should be monitored closely by each individual.

**Policy for Authorship of Student/Scientific Papers and/or Presentations**
It is a tradition and common accepted practice amongst academic institutions that scientific papers and posters submitted for consideration of publication or presentation include as an author the student’s advisor, program director, professor, department chairperson, or any other similar individual that had a direct relationship to the student and the material being presented.

**Dean’s List Policy**
The Dean of the College of Allied Health Professions (CAHP) will recognize student’s outstanding academic achievement for full-time study by placing students on the Dean’s List each semester. Criteria for the Dean’s List are as follows:

1. Only students enrolled in the Divisions of Radiation Science Technology Education and Clinical Laboratory Science for twelve or more hours any one semester are eligible for the Dean's List.

2. The University of Nebraska Medical Center grade point average for the semester must be 3.75 or above.

3. Eligible candidates are identified by CAHP Academic and Student Affairs and verified with each program director.

4. Students are notified by letter from the Assistant Dean for Academic and Student Affairs.

5. A list of students to be recognized will be sent to Academic Records by CAHP Academic and Student Affairs for inclusion on the students’ permanent record, and to the UNMC Department of Public Relations Office.

**Inclement Weather Policy**
Official cancellations of clinical assignments and/or RSTE classes at UNMC due to inclement weather will be concurrent with that announced on the radio and TV for UNO. In the event of cancellation during the day because of weather, students will be notified by their program director. In situations other than official UNO closings, students electing not to travel due to inclement weather conditions must contact their program director (or designee) and time will be deducted from their personal leave bank. Students that are at distance education sites will follow local community college or university cancellations.
h. Program Faculty

The faculty of the DMS Program is as follows:

Medical Advisor
Joseph C. Anderson, Professor, B.S. 1963 University of Nebraska, M.S. 1967 University of Nebraska, M.D. 1968 University of Nebraska Medical Center.

RSTE Division Director
James B. Temme, Associate Professor, B.S. 1974 University of Nebraska Medical Center, M.P.A. 1984 University of Nebraska at Omaha.

Program Director
Kimberly K. Michael, Associate Professor, B.S. 1991 University of Nebraska Medical Center, M.A. 2006 University of Nebraska at Omaha.

Clinical Education Coordinator
Kathryn Wampler, Adjunct Instructor, B.S. 2002 University of Nebraska Medical Center.

Faculty – Assistant Professor
Ellie Miller, Instructor, B.S. 2010 University of Nebraska Medical Center.
7. Magnetic Resonance Imaging

a. Program Description

Magnetic Resonance Imaging technologists use a strong magnetic field and radio waves to create images of the human body. The magnetic field causes atoms inside the body to become aligned. After alignment, a radio wave is issued to "excite" the atoms. Once the radio signal is turned off, the atoms give off a small characteristic signal. Those signals are then measured with a sensitive antenna called a magnetic resonance imaging (MRI) coil. This process is repeated many times until enough measurements are detected to create a series of detailed images. MRI does not use any ionizing radiation, and can create images of almost any body part oriented in any direction.

The 9-month Magnetic Resonance Imaging (MRI) program at the University Nebraska Medical Center offers students the opportunity to obtain classroom and clinical experience related directly to MRI. Upon completion of the MRI Program, graduates are awarded the Bachelor of Science degree in Radiation Science Technology, or a Post-Baccalaureate Professional Certificate in Magnetic Resonance Imaging. Graduates may be eligible to apply for the American Registry of Radiologic Technologists (ARRT) magnetic resonance imaging exam.

b. Accreditation

The MRI Program was awarded accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). For more information on the JRCERT, please use the contact information below:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL  60606-3182
Phone: 312.704.5300
Email: mail@jrcert.org
Website: www.jrcert.org

c. Admission Requirements

Applicants to the Magnetic Resonance Imaging Program must:

- Graduate from an accredited Radiography program (students who are in their final months of study are eligible to apply);
- Be registered and in good standing with the ARRT (proof of registration and good standing may be required);
- Present a prerequisite GPA of at least 2.5 on a 4.0 scale (no grades lower than C- will transfer to UNMC for credit);
- Successfully complete a minimum of 33 semester hours at an accredited college or university including the following coursework:
  - Language/Social Science – 12 semester hours
    - English Composition required
    - Oral Communication required
    - Coursework used to meet this requirement may include but is not limited to literature, composition, communication, speech, foreign language, philosophy, psychology, sociology, art, history, religion.
  - Mathematics – 3 semester hours
    - College Algebra, Statistics, or higher mathematics
Natural Sciences – 9 semester hours

Coursework used to meet this requirement may include but is not limited to anatomy, physiology, biology, chemistry, physics, or earth sciences.

**NOTE:** College prerequisites are subject to change. Applicants should refer to the website for verification of current course requirements for admission. No grade lower than C- will transfer to UNMC for credit.

d. **Degree Requirements**

Students must successfully complete each course of the 2-semester, 9-month curriculum, requiring an average of 70% or above on all didactic and clinical courses unless specified otherwise in the syllabus. A **minimum** total of 120 semester credit hours is required for the Bachelor of Science degree in Radiation Sciences Technology. Students must transfer in a minimum of 32 semester credit hours of specific prerequisite coursework, and will be awarded up to 60 semester credit hours for their radiography or nuclear medicine program. Additionally, students will complete 32 semester credit hours in the MRI Program. Students must also successfully complete each course within the MRI curriculum in order to be considered for the Post-Baccalaureate Professional Certificate.

e. **Curriculum**

The program consists of lecture, demonstration, and clinical instruction. The 400-level courses are designated for students pursuing the Bachelor of Science degree, while the 600-level courses are designed for students pursuing the Post-Baccalaureate Professional Certificate.

**Fall Semester (First Semester)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>RSTE 410/610R</td>
<td>Sectional Anatomy &amp; Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>RSTE 419/619R</td>
<td>Introduction to Magnetic Resonance Imaging &amp; Systems</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 425/625R</td>
<td>MRI Positioning &amp; Protocols I</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 465/665R</td>
<td>MRI Clinical Rotations I</td>
<td>6</td>
</tr>
<tr>
<td>RSTE 467/667R</td>
<td>Special Projects I</td>
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**TOTAL SEMESTER HOURS for FALL SEMESTER** 15

**Spring Semester (Second Semester)**

<table>
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<tr>
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<th>Course Title</th>
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<tr>
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<td>Sectional Anatomy &amp; Pathology II</td>
<td>4</td>
</tr>
<tr>
<td>RSTE 420/620R</td>
<td>MRI Physics</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 441/641R</td>
<td>MRI Positioning &amp; Protocols II</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 450/650R</td>
<td>Capstone Course</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 466/666R</td>
<td>MRI Clinical Rotations II</td>
<td>6</td>
</tr>
<tr>
<td>RSTE 468/668R</td>
<td>Special Projects II</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SPRING SEMESTER** 17

**TOTAL MRI CURRICULUM** 32

f. **Estimated Tuition & Related Expenses**

Tuition and fees are subject to change, as determined by the University of Nebraska Board of Regents. Questions regarding residency status should be directed to UNMC Student Services.

The current approved tuition and fees charges can be found on the program website at: [http://www.unmc.edu/alliedhealth/education/mri/admission/tuition.html](http://www.unmc.edu/alliedhealth/education/mri/admission/tuition.html).

g. **Program-Specific Policies & Procedures**

All Magnetic Resonance Imaging students will be required to sign the **Student Responsibility Statement** located on the following page:
Student Responsibility Statement

As a student in the Division of Radiation Science Technology Education (RSTE), it is your responsibility to read this MRI Program-specific Policies & Procedures section. You are also required to read the rest of the CAHP Student Handbook and the UNMC Student Handbook (http://www.unmc.edu/studentservices/_documents/handbook.pdf), and are expected to abide by all regulations contained in them.

Your signature below confirms you have read and understand the MRI-specific policies and procedures, the Radiation Science Technology Education policies and procedures, the College of Allied Health Professions Student Handbook, and the University of Nebraska Medical Center Student Handbook and that you agree to conditions stated in each of these documents.

__________________________________________________________________________  __________________________
Student Signature                                           Date

__________________________________________________________________________  __________________________
Program Director Signature                                  Date
Supervision of Students

Clinical Supervision of Students: All RSTE students must have adequate and proper supervision during all clinical assignments as specified by individual institutional, program, and accreditation policies. The following policies and procedures apply to UNMC clinical assignments for students, technologists/therapists, and evaluators.

Supervision of MRI Students: Students must have adequate and proper supervision during all clinical assignments, which would include direct supervision until specific competency is established, thus allowing the student to perform under indirect supervision. The following policies and procedures apply to UNMC clinical assignments for students, technologists, and evaluators:

Clinical Evaluation:
In a general sense, the duties and responsibilities for clinical evaluations in the Radiation Science Technology Education Programs are to:

- Evaluate students’ required clinical competencies and affective behavior in the clinical setting;
- Supervise imaging modalities students and determine the necessity of repeat procedures;
- Provide direct supervision and assistance for all procedures until competency has been evaluated;
- Complete appropriate evaluation form and return to the clinical instructor or program director;
- Provide documentation of any unusual, positive, and/or negative incidents involving the student’s performance of clinical objectives or competencies that occurred during the assigned clinical rotation to the clinical instructor or program director;
- Intervene when a critical error appears imminent and offer corrective instruction or demonstration before proceeding with the procedures.

Supervision of Students:
Students must have adequate and proper supervision during all clinical assignments, which would include direct supervision until specific competency is established, thus allowing the student to perform under indirect supervision. A staff technologist is responsible for determining the degree of student participation in diagnostic MRI procedures.

Direct supervision is defined as:
1. The staff technologist reviews the examination request to determine the capability of the student to perform the examination with reasonable success, and determines if the condition of the patient contraindicates performance of the exam by the student.
2. The staff technologist reviews the patient safety and screening forms with the student before allowing the patient entry to the MRI suite.
3. The staff technologist is physically present during the procedure.
4. The staff technologist checks the exam and approves the exam prior to the dismissal of the patient.

Indirect supervision is defined as:
1. The staff technologist is immediately available to assist students regardless of the level of student achievement.
   - “Immediately available” is interpreted as the physical presence of a qualified MRI technologist adjacent to the room or location where an MRI procedure is being performed.

Procedure for Clinical Evaluations
1. Clinical evaluations include the three domains of learning: cognitive (knowledge), affective (professional behaviors), and psychomotor (technical skills).
   a. The student will receive a minimum of two evaluations for affective, psychomotor, and cognitive areas in the program before the midpoint of the clinical component of the program. Any ongoing issues will be identified, discussed, and verbal counseling will be documented.
2. Students who perform at a non-acceptable level as defined by the program, in any of the three domains, may be placed on academic probation.
   a. Students will be notified of the nature of the problem and discuss ways to improve.
   b. The length of the probationary period will be clearly defined on an individual basis.
   c. At a defined time the student will receive another evaluation. If improvement is not demonstrated, the student will be removed from clinic and a failing grade can be issued for the clinical course. A committee of program directors in the division will assess and determine if dismissal from the program will be recommended.
   d. If improvement is shown the student may either be removed from probation or probation may be continued for a defined time.
   e. If the behavior is noted again at any time during the remainder of the program, the student will immediately receive a failing grade for the course and be recommended for dismissal.

**MRI Safety Policy:** In MRI, the magnetic field is ALWAYS on. The MRI student will comply with each clinical site’s policies and procedures pertaining to metallic objects being introduced into the MRI scanning suite. Carrying ferromagnetic articles or introducing them to the MRI scanning area is strictly prohibited. These objects can become projectiles within the scanning room causing serious injury or death and/or equipment failure. This would include but not limited to: oxygen tanks, wheelchairs, carts, monitors, IV poles, laundry hampers, tools, furniture, personal ferromagnetic items (i.e., cell phone), etc.

Students, upon matriculation, will have been screened for MRI compatibility and are required to notify the MRI Program Director immediately if their safety status changes due to a surgical implant, personal injury, or any other event during the course of their time in the MRI Program at UNMC.

**Clinical Compliance**

**Accidents/Incidents:** As general policy, RSTE students will comply with the policies and procedures with the clinical site at which they are assigned. It is the policy that there be written reports of all unusual incidents/accidents.

An incident is an unusual occurrence which is not consistent with the routine operation of the institution or clinical rotation which may or did cause harm, involves possible negligence, requires some immediate consideration or action by a supervisor.

A student enrolled in a program in the Division of Radiation Science Technology Education is expected to provide prompt, complete and accurate written documentation of the details related to any accidents/incidents, thus enabling corrective actions and/or programs for prevention. The program adheres to the Infection Control Policy for University Hospitals and Clinics. Students with signs and symptoms of an infectious process should report immediately to the program director for appropriate referral.

All accidents/incidents must immediately be reported to the clinical supervisor or immediate person in charge. Proper report forms must be completed.

**Equipment Use and Operation:** The professions in Radiation Science Technology employ the use of highly specialized equipment. Any equipment failure or equipment that is not in proper working order must be reported immediately to the technical supervisor. Do not place any calls to equipment representatives. Do not attempt to repair.

**Blood Borne Pathogens Exposure Plan for Students**

Campus Blood Borne Pathogen Exposure (on and off campus): Students must call the Medical Communication Center at 402-559-6824 or the OUCH pager at 402-888-6824 (24 hours a day, 7 days a week) ASAP and report to the nearest emergency room for appropriate blood borne pathogen procedures. On the next work day, please call the Student Health office at 402-559-5158 with information regarding your ED visit.
**Radiation Protection**

It is each student’s responsibility to adhere to the following guidance for radiation protection:

1. Students must practice safe radiation and protection criteria and practice the principles of ALARA at all times. These are found in the UNMC Radiation Safety Manual available online at [www.unmc.edu/CRSO](http://www.unmc.edu/CRSO).

2. The principles of decreased time and increased distance and shielding shall be employed when working with radiation.

3. The spread of any accidental contamination from radioactive materials will be decreased by frequent personnel monitoring and hand washing.

4. Radiopharmaceuticals must be kept in lead shields until placed in a syringe shield for injection into the patient (Nuclear Medicine Technology).

5. Radiation exposure is measured by personnel monitoring device; therefore, they must be worn at all times within the department. Personnel monitoring devices are to be worn at the collar. **It is the student’s responsibility to exchange badges on a quarterly basis with person designated by the RSO for each program.**

6. If your personnel monitoring device is lost or left where it can be exposed unknowingly, contact the respective program director immediately.

7. In accordance with the philosophy of keeping exposures ALARA (As Low As Reasonably Achievable), the Radiation Safety Office has established levels at which the dosimetry company will provide immediate notification of a higher than normal reading. These notification levels are presently as follows:

<table>
<thead>
<tr>
<th>Dose Type</th>
<th>Evaluation Level</th>
<th>Investigation Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDE (whole body)</td>
<td>300 mrem</td>
<td>600 mrem</td>
</tr>
<tr>
<td>LDE (lens of eye)</td>
<td>900 mrem</td>
<td>1500 mrem</td>
</tr>
<tr>
<td>SDE (skin or extremity)</td>
<td>900 mrem</td>
<td>2000 mrem</td>
</tr>
<tr>
<td>Declared Pregnant Woman</td>
<td>40 mrem</td>
<td>50 mrem</td>
</tr>
</tbody>
</table>

**ALARA DOSE LIMITS (PER MONITORING PERIOD)**

Any doses above the ALARA Evaluation Level require that the Radiation Safety Officer review the circumstances pertaining to this dose and determine if additional actions need to be taken or if further investigation is required. An investigation requires that the Radiation Safety Officer investigate the cause of the dose and steps that may be required to prevent this dose level in the future with consideration of cost and scientific impact. All doses above the ALARA action levels will be reported to the Radiation Safety Committee.

The Radiation Safety Committee may alter these values based on regulatory or departmental concerns. When an individual exceeds any one of these levels, a follow-up survey may be conducted to determine if a reduction in dose can be reasonably achieved.

For further information regarding personnel monitoring of ionizing radiation, refer to the UNMC Radiation Safety Manual (http://www.unmc.edu/CRSO/) or contact the Radiation Safety Office.

Students are responsible for bioassays for the presence of I-125 or I-131 in the thyroid at appropriate times during their clinical experiences (Nuclear Medicine Technology).

If a student becomes pregnant, she is encouraged to voluntarily consult with the program director concerning the most appropriate procedure to assure that exposure to the fetus is less than 0.5 rem (refer to Pregnancy Policy below).

**Magnetic Resonance Imaging Student Pregnancy Policy**

Pregnant students are permitted to work in and around the MR environment throughout all stages of their pregnancy. Acceptable activities include but are not limited to: positioning patients, scanning, archiving, injecting contrast material, and entering the MR scan room in response to an emergency.
Although permitted to work in and around the MR environment, pregnant students are requested not to remain within the MR scanner bore or Zone IV during actual data acquisition or scanning.

**Pregnancy**
The pregnancy policy is a voluntary program intended to provide safety for pregnant students and their fetus who are considered occupationally exposed to ionizing radiation. In the event of a *suspected or confirmed* pregnancy, it is the responsibility of the student to advise her program director in writing of her condition. Pregnancy will not affect the student’s enrollment in the academic courses in the program. However, due to the physical requirements placed upon the student in the clinical courses and assignments, and in order to comply with 180 NAC 004.13 (10 CFR Part 20.1208) to keep the radiation exposure to the fetus as low as reasonably achievable (no more than 500 mrem during the entire gestation period), the following procedures will apply:

1. The student may voluntarily report suspected or confirmed pregnancy to the program director. At that time the UNMC/Nebraska Medicine policies and procedures and the RSTE Student Policies and Procedures Manual pregnancy policy will be reviewed with the student. Once the student has elected to declare suspected or confirmed pregnancy, the student should:
   2. Complete the form "UNIVERSITY of NEBRASKA MEDICAL CENTER DECLARATION OF PREGNANCY" and forward it to the Radiation Safety Office. (See form on next page.)
   3. The Radiation Safety Office will determine the estimated radiation dose from time of conception to the date of declaration based on dosimetry records and calculate the permissible remaining dose to the embryo/fetus for the remainder of the pregnancy. (See the next page).
   4. Upon review of the findings and recommendations of the Radiation Safety Officer or Medical Radiation Physicist, clinical assignments will be reviewed. Clinical assignments will only be altered if the fetus received the maximum permissible dose as stated by 180 NAC 004.13 (10 CFR Part 20.1208). Any clinical competencies not completed for reasons related to pregnancy must be successfully completed prior to graduation.
   5. Provide the program director with written indication of intent to:
      a. continue in the program, or
      b. take a medical leave of absence with intent to complete the program (form available from CAHP Academic & Student Affairs), or
      c. withdraw from the program (form available from CAHP Academic and Student Affairs).

6. The student should provide the program director with written consent from her physician providing medical advice for:
   1. continuing in the program as a full-time student, and/or
   2. any limitations placed upon the student while enrolled in the program.

7. A student may also voluntarily withdraw their declaration of pregnancy in writing at any time. (See form on following pages.)
# UNIVERSITY OF NEBRASKA MEDICAL CENTER
## DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Individual:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Conception (month/year):</td>
<td></td>
</tr>
</tbody>
</table>

By providing this information to the Radiation Safety Officer, in writing, I am declaring myself to be pregnant as of the date shown above. Under the provisions of 180 NAC 004.13 (10 CFR Part 20.1208), I understand that my exposure will not be allowed to exceed 5 mSv (500 mrem) during my entire pregnancy, from occupational exposure to radiation. I understand that this limit includes exposure I have already received. If my estimated exposure since the above date of conception has already exceeded 4.5 mSv (450 mrem), I understand that I will be limited to no more than 0.5 mSv (50 mrem) for the remainder of my pregnancy. If I should find out that I am not pregnant, or if my pregnancy is terminated, I will inform my immediate supervisor as soon as practical.

<table>
<thead>
<tr>
<th>Signature of Individual:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td>Signature of Immediate Supervisor:</td>
<td>Date:</td>
</tr>
<tr>
<td>Name &amp; Title of Immediate Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

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# RECEIPT OF DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Supervisor:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Declared Pregnant Worker:</td>
<td></td>
</tr>
</tbody>
</table>

I have received notification from the above named woman that she is pregnant. I am enclosing a copy of Nuclear Regulatory Commission Regulatory Guide 8.13, Revision 3 “Instruction Concerning Prenatal Radiation Exposure.” I have evaluated her prior exposure and established appropriate limits to control the dose to the developing embryo/fetus in accordance with limits in 180 NAC 004.13 (10 CFR Part 20.1208). She should avoid substantial exposure variations and try to maintain a uniform monthly exposure (i.e. 50 mrem/month).

<table>
<thead>
<tr>
<th>The dose to the embryo/fetus during the entire pregnancy is limited to:</th>
<th>500 mRem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated dose from time of conception to date of declaration:</td>
<td>___ mRem</td>
</tr>
<tr>
<td>Remaining dose to embryo/fetus for the remainder of pregnancy:</td>
<td>___ mRem</td>
</tr>
</tbody>
</table>

| Signature of Radiation Safety Officer: | Date Signed: |  |
WITHDRAWAL OF PREGNANCY DECLARATION FORM

<table>
<thead>
<tr>
<th>Name of Individual:</th>
</tr>
</thead>
</table>

I am withdrawing my previous declaration of pregnancy in writing. I understand that by submitting this form I agree to the lifting of any previous work restrictions imposed on me as a result of my pregnancy, and to the removal of additional dosimeters.

I also understand that it is my sole responsibility to give this written notification to the appropriate RSTE division personnel and/or my immediate supervisor.

<table>
<thead>
<tr>
<th>Signature of Individual:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td>Signature of Immediate Supervisor:</td>
<td>Date:</td>
</tr>
<tr>
<td>Name &amp; Title of Immediate Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

RECEIPT OF WITHDRAWAL OF DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Supervisor:</th>
</tr>
</thead>
</table>

Name of Student Submitting the Withdrawal of Pregnancy Declaration Form:

I have received notification from the above named woman that she is withdrawing her declaration of pregnancy. Fetal monitoring will be discontinued and she is free to return to all previous duties and assignments.

<table>
<thead>
<tr>
<th>Signature of Radiation Safety Officer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Signed:</td>
</tr>
</tbody>
</table>
RSTE Dress Code Policy
All students will dress in a professional manner, appropriate to the situation and according to the following guidelines:

1. Grand Island and Kearney RSTE students will wear pewter colored scrubs with or without a pewter or white lab jacket. All other RSTE students will wear navy scrubs with or without a navy or white lab jacket.
2. The uniform top will have the UNMC/Nebraska Medicine logo patch sewn on upper left chest. All uniforms should be purchased from the UNMC bookstore.
3. A solid white or gray shirt may be worn under the scrub top and must be tucked into the scrub pant.
4. Pant hemlines should not touch or drag on the ground.
5. Simple jewelry may be worn with the uniform, i.e., small earrings, wedding rings, and watches.
   a. Visible piercings and transdermal implants must be removed or covered except ear piercings.
   b. Ear gauges must be plugged with flesh colored plugs while in clinic.
   c. Earrings must be small and not touching the neck.
   d. Bandanas are not permitted.
6. Visible tattoos that are larger than 2” x 2” or clearly offensive, including but not limited to anything hateful, violent, profane and/or containing nudity, must be completely covered.
7. Flat, enclosed-toe, neutral colored shoes are acceptable. Socks must be worn at all times.
8. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating.
   a. Students are to wear from home their uniform or proper street clothing and then change into clean scrubs after they arrive at the hospital/clinic. At the end of the shift, the students are to change back into their uniform or proper street clothing.
   b. All scrub clothing provided by the hospital/clinic may not be removed from the property. Scrubs must not be worn outside of the hospital/clinic buildings.
9. Proper UNMC photo ID and personnel monitoring devices must be worn at all times. The ID must be visible at all times to identify student status.

Use of Technology
1. Personal phone calls during clinic hours must be kept to a minimum.
2. No personal long distance calls are permitted on department telephones.
3. Personal technology such as iPods and cell phones may not be carried or used during clinic or class. Technology used for educational purposes may be used as approved by class instructors.
4. Only department computers may be used for documenting clock in and clock out procedures via Trajecsys. Personal cell phones may not be used for this function.
5. Computer use is permitted for the purpose of academic endeavors only with supervisor approval.
Student Leave Time

Personal Time
Students enrolled in the Division of RSTE are given 16 hours of leave time for personal affairs each semester. It is intended to provide necessary time for planned or unplanned events without jeopardizing the student’s attendance record. Regarding the use of student leave time, the following guidelines must be followed:

1. Unused time allotted is not transferrable to a successive semester.
2. Allotted hours may be used for such things as illness, funerals, medical and dental appointments, job interviews, or vacations.
3. All leave time for reasons other than illness must have prior approval of the program director.
4. Students taking more than the allotted number of hours will be required to make up the time according to the discretion of the program director.
5. Unauthorized absenteeism may result in disciplinary actions.
6. A student may be required to furnish satisfactory medical proof of illness, disability or dental work.
7. Students must contact the person in charge of the assigned clinical area and/or the program director 30 minutes prior to time assigned for arrival if they are unable to attend the scheduled day unless directed otherwise by their program director.
8. It is recommended that suspected and confirmed pregnancy be reported to the program director. Time lost due to pregnancy must be made up according to the decision of the program director based on the Radiation Protection and Pregnancy Policies contained in this document.
9. Full time students may request up to 5 days of funeral/bereavement leave in the event of a death of an immediate family member. Documentation may need to be provided upon request.
10. Students may voluntarily choose to spend additional authorized time participating in clinic procedures over and above their scheduled hours as long as the student continues to perform in the student capacity, including direct supervision and holding only student clinical responsibilities. However, no compensation time will be awarded.

Personal time for professional meetings:
The RSTE Division supports participation in professional organizations relevant to the student’s professional growth and development. Therefore, students may qualify for time for documented attendance and involvement in these activities. See program director for more information.

Student Employment Guidelines
Opportunities for student employment may exist in the clinic departments and may be initiated and/or discontinued as dictated by manpower needs.

1. Students may not take the place of regular staff in the clinical areas to which they are assigned. It is appropriate, however, for students to assume the responsibility for performing defined activities and tasks, with adequate direction and supervision, after demonstration of clinical competencies.
2. Students may be employed in a clinical setting outside regular educational hours, provided this work does not interfere with their academic responsibilities. In addition, student employment in the clinical setting is non-compulsory and is subject to standard employee policies.

Personal Property
UNMC, the Department of Radiology or Radiation Oncology or your respective programs are not responsible for your valuable possessions. All valuables and money should be monitored closely by each individual.
Policy for Authorship of Student/Scientific Papers and/or Presentations
It is a tradition and common accepted practice amongst academic institutions that scientific papers and posters submitted for consideration of publication or presentation include as an author the student's advisor, program director, professor, department chairperson, or any other similar individual that had a direct relationship to the student and the material being presented.

Dean’s List Policy
The Dean of the College of Allied Health Professions (CAHP) will recognize student's outstanding academic achievement for full-time study by placing students on the Dean's List each semester. Criteria for the Dean's List are as follows:

1. Only degree-seeking undergraduate students enrolled in the College of Allied Health Professions for twelve or more hours any one semester are eligible for the Dean's List.
2. The University of Nebraska Medical Center grade point average for the semester must be 3.75 or above.
3. Eligible candidates are identified by CAHP Academic and Student Affairs and verified with each program director.
4. Students are notified by letter from the Assistant Dean for Academic and Student Affairs.
5. A list of students to be recognized will be sent to Academic Records by CAHP Academic and Student Affairs for inclusion on the students’ permanent record, and to the UNMC Department of Public Relations Office.

Inclement Weather Policy
Official cancellations of clinical assignments and/or RSTE classes at UNMC due to inclement weather will be concurrent with that announced on the radio and TV for UNO. In the event of cancellation during the day because of weather, students will be notified by their program director. In situations other than official UNO closings, students electing not to travel due to inclement weather conditions must contact their program director (or designee) and time will be deducted from their personal leave bank. Students that are at distance education sites will follow local community college or university cancellations.

h. Program Faculty
The faculty of the MRI Program is as follows:

Medical Advisors
Shahid M. Hussain, Professor, MD Erasmus University Rotterdam.
Craig William Walker, Professor and Medical Director of Radiation Sciences Technology Education Division, MD University of Arkansas for Medical Sciences.

RSTE Division Director
James B. Temme, Associate Professor, B.S. 1974 University of Nebraska Medical Center, M.P.A. 1984 University of Nebraska at Omaha.

Program Director
Stephanie M. Vas, Instructor, B.S. 2010 University of Nebraska Medical Center.

Clinical Education Coordinator
Stephanie Lough, Instructor, B.S. 2007 University of Nebraska Medical Center.

Faculty
Tanya Custer, Assistant Professor, B.S. 1995 University of Nebraska Medical Center, M.S. 2009 University of Nebraska Lincoln.
Tammy Jones, Assistant Professor, B.S. 2000 University of Nebraska Medical Center, M.P.A. 2002 University of Nebraska at Omaha.
8. **Medical Nutrition**

a. **Program Description**

Medical Nutrition Therapists, also referred to as Registered Dietitians, are food and nutrition experts who work in a wide variety of employment settings. They understand the science of nutrition and are skilled in the art of teaching and counseling. Their educational background includes a baccalaureate degree in nutrition/dietetics and supervised practice experience (dietetic internship or coordinated program in dietetics) followed by successful completion of a national examination administered by the Commission on Dietetic Registration (CDR). The UNMC Dietetic Internship Program, administered through the Medical Nutrition Education Program, meets the post-baccalaureate educational requirements for supervised practice.

Medical Nutrition Therapists/Registered Dietitians who provide patient care must be licensed in most States – in Nebraska they are Licensed Medical Nutrition Therapists. These professionals generally work in hospitals or other health care facilities, such as outpatient clinics. They are key members of the health care team and perform such services as:

- Assessing nutritional status of patients and identifying specific nutrition problems;
- Developing nutrition care plans that complement the patient’s overall plan of medical care;
- Counseling patients and their families to help them achieve nutrition care goals relating to hypertension, obesity, diabetes, diverticular disease, renal disease, organ failure, eating disorders and other chronic diseases;
- Working with the physician to manage enteral or parenteral nutrition support for patients who are not able to meet their nutritional needs with oral diet, such as burn, trauma, and gastrointestinal system impairment.

Registered dietitians have many other career opportunities, including:

- Sports nutrition and corporate wellness programs – client education about food and fitness
- Food and nutrition related businesses and industries – communications, consumer affairs, product development, sales
- Private practice – consulting with restaurants, distributors, athletes, nursing homes
- Community nutrition – teaching the public, program development for target audiences, counseling in health clinics on topics related to pregnancy, infant feeding, geriatric care
- Teaching and research – conducting research in laboratories or clinical settings, teaching medical students and allied health students
- Writing – newsletters, newspaper columns, magazine columns for the public

Employment of registered dietitians is expected to grow due to increased emphasis on disease prevention and chronic disease management, an aging population, and public interest in nutrition. Salaries are competitive with those of other allied health professions.

The Medical Nutrition Program offers an 11-month post-baccalaureate dietetic internship program with a competency based curriculum. The program provides a nutrition therapy concentration and includes clinical rotations in general medicine and specialty service areas such as cardiology, diabetes, oncology, pediatric specialties, organ transplantation, renal disease, rehabilitation, and critical care medicine. Rotations also include community nutrition, and management of nutrition and foodservice systems. These experiences are provided in the Omaha metropolitan area, primarily on the UNMC campus and in conjunction with The Nebraska Medical Center, under the guidance of experienced registered dietitians.

b. **Accreditation**

The UNMC Dietetic Internship Program is currently granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The Council on Higher Education Accreditation (CHEA), a nongovernmental higher education
organization, and the federal government, through the United States Department of Education (USDE), recognize the quality and effectiveness of ACEND as the accrediting body for dietetics education programs.

For more information, please contact ACEND directly at:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL  60606-6994
Phone: 312.899.5400
Website: www.eatright.org/cade

c. Admission Requirements

The UNMC Dietetic Internship Program accepts a maximum of six (6) students each academic year. Appointments are competitive and all student selections are made through the nationwide computer match process. Nebraska residency is considered but not required.

Applicants must have completed a minimum of a baccalaureate degree at a US regionally accredited university or college and a Didactic Program in Dietetics accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA). An overall Grade Point Average (GPA) equal to or greater than 2.75 on a 4.0 scale must be demonstrated to be considered (an overall GPA of 3.0 or greater is recommended).

d. Degree Requirements

Students in the 11-month post-baccalaureate UNMC Dietetic Internship Program complete 15-18 semester credit hours of coursework in conjunction with the supervised practice experience. Most of the courses are interdisciplinary, covering a variety of topics in healthcare management, research, and ethics. Some of the courses are specific to the dietetic internship program, covering specific nutrition therapy, foodservice systems management and community nutrition topics.

e. Curriculum

The UNMC Dietetic Internship Program curriculum is competency based, meeting all generalist program competencies and providing a concentration in nutrition therapy. The program is approximately 75% supervised practice and 25% coursework. Supervised practice rotations are generally 1-2 weeks in length. Students also complete 6-9 semester credit hours of coursework in the fall and spring semester (15-18 semester hours total). Students are evaluated on the basis of core competencies that reflect the breadth of dietetics practice.

During the dietetic internship program, students work with a faculty of approximately twenty (20) registered dietitians at UNMC and The Nebraska Medical Center who provide much of the supervised practice experience and nutrition therapy coursework. The academic medical center environment offers students the advantage of interaction with many health care professionals and students in a variety of professions including medicine, pharmacy, nursing, and the ten other allied health care programs. Dietetic interns also have access to the regionally accredited medical library on campus.

Community nutrition, rural health and consulting rotations are provided through affiliations with registered dietitians and organizations in the Omaha metropolitan area. Affiliating institutions and organizations in Omaha include: Dairy Council of Nebraska; Women, Infant and Children (WIC) program; sub-acute/long term care centers, Colleges, and other community outreach programs. Facilities for guided work experience with consulting dietitians may include primary care hospitals, clinics, long-term geriatric care centers, elderly feeding programs, day care centers, technical community college programs, and Native American diabetes care/community nutrition programs. Facility selections and work experience criteria are designed to offer maximum breadth and depth of educational experience for dietetic interns.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNED 777</td>
<td>Medical Nutrition &amp; Diagnosis Related Care</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MNED 875</td>
<td>Research Methods in Medical Nutrition I</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>NUTR 956</td>
<td>Community Nutrition</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for FALL SEMESTER** 9

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNED 773</td>
<td>Clinical Nutrition Management</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>MNED 779</td>
<td>Nutrition Therapy Practicum</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MNED 975</td>
<td>Applied Medical Nutrition Research II</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MNED 977</td>
<td>Medical Nutrition &amp; the Nutrition Care Process</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SPRING SEMESTER** 11

**TOTAL MEDICAL NUTRITION EDUCATION CURRICULUM** 20

f. Estimated Tuition & Related Expenses

Tuition and fees are subject to change, as determined by the University of Nebraska Board of Regents. Questions regarding residency status should be directed to UNMC Student Services.

The current approved tuition and fees charges can be found on the program website at: [http://www.unmc.edu/alliedhealth/education/mne/admission/tuition.html](http://www.unmc.edu/alliedhealth/education/mne/admission/tuition.html).

g. Program-Specific Policies & Procedures

Medical Nutrition program-specific policies and procedures can currently be found in the Medical Nutrition Policies & Procedures. Please refer to that document for additional policy information.

h. Program Faculty

The faculty of the Medical Nutrition Program is as follows:

**Associate Professor**

Ann C. Grandjean, Associate Professor, Ed.D. 1987 University of Kansas.

**Assistant Professor**

Corrine K. Hanson, Assistant Professor, B.S. 1989 University of Nebraska-Lincoln, Dietetic Internship 1990 University of Nebraska-Lincoln, M.S. 1993 University of Nebraska at Omaha, Ph.D. 2010 University of Nebraska Medical Center.

Glenda R. Woscyna, Assistant Professor and Program Director, B.S. 1970 Kearney State College, Dietetic Internship 1972 University of Nebraska at Lincoln, M.S. 1973 University of Nebraska-Lincoln.

**Adjunct Instructors**

Diane Bever-Keim, Adjunct Instructor, B.S. 1976 Kansas State University.

Brenda Bishop, Adjunct Instructor, B.B.A. 1982 Iowa State University, Dietetic Internship 1997 Iowa State University.

Agnes “Nessie” Ferguson, Adjunct Instructor, B.S. 1978 Marywood College, M.S. 1980 Marywood College.

Nicole B. Fox, Adjunct Instructor, B.S. 1996 Iowa State University, Dietetic Internship 1997 Saint Joseph Health Center.

Brandy D. Hobson, Adjunct Instructor, B.S. 1999 Iowa State University, Dietetic Internship 2000 University of Nebraska Medical Center.
Adjunct Instructors continued

Angela Iverson, Adjunct Instructor, B.S. 1988 University of Nebraska-Lincoln, Dietetic Internship 1989 University of Nebraska Medical Center.

Maxine C. McElligott, Adjunct Instructor, B.S. 1972 University of Nebraska at Omaha, M.A. 1990 University of Nebraska at Omaha.

Susan McLaughlin, Adjunct Instructor, B.S. 1978 University of Nebraska-Lincoln, Dietetic Internship St. Marys Hospital/Mayo Clinic 1979.

Brigid E. Mordeson, Adjunct Instructor, B.S. 1986 University of Nebraska-Lincoln, Pre-Professional Practice Program in Dietetics 1991 University of Nebraska-Lincoln.

Lisa C. Nichter, Adjunct Instructor, B.S. 1998 University of Nebraska Lincoln, Dietetic Internship 1999 St. Francis Medical Center.

Kristen A. Payzant, Adjunct Instructor, B.S. 2001 University of Nebraska at Omaha, Dietetic Internship 2002 University of Nebraska Medical Center.

Cynthia Polich, Adjunct Instructor, B.S. 1985 University of Nebraska-Lincoln, Dietetic Internship 1988 University of Nebraska Medical Center.

Barbara J. Robertson, Adjunct Instructor, B.S. 1981 Colorado State University, Dietetic Internship 1982 University of Nebraska Medical Center, M.A. University of Nebraska at Lincoln.

Jill C. Skrabal, Adjunct Instructor, B.S. 1995 University of Nebraska-Lincoln, Dietetic Internship 1996 University of Nebraska Medical Center, M.S. 1999 University of Nebraska-Lincoln.

Nicole A. Spurgeon, Adjunct Instructor, B.S. 2000 University of Nebraska Lincoln, Dietetic Internship 2001 Kansas University Medical Center, M.S. 2002 Kansas University Medical Center.

Molly A. Stirek, Adjunct Instructor, B.S. 1996 University of Nebraska-Lincoln, Pre-Professional Practice Program, Saint Joseph Health Center.

Georgia A. Walter, Adjunct Instructor, B.S. 1971 Iowa State University, M.P.H. 1977 University of North Carolina.

Rebecca A. Weseman, Adjunct Instructor, B.S. 1986 Mankato State University, Dietetic Internship 1987 University of Nebraska at Lincoln.

Barbara Wiebusch, Adjunct Instructor, B.S. 1996 Harding University, Dietetic Internship 1998 Kansas University Medical Center, M.S. 1999 Kansas University Medical Center.
9. **Nuclear Medicine Technology**

a. **Program Description**

The field of medicine which applies radionuclides in the diagnosis, treatment, and investigation of human disease is termed Nuclear Medicine (NM). Health care delivery in this area of medicine is dependent upon the availability of the nuclear medicine team. This team is composed of the physician specializing in nuclear medicine and allied health personnel in the area of nuclear medicine; as well as the basic scientists in the related fields of nuclear physics, radiologic health and safety, radiopharmacy and nuclear instrumentation. Nuclear medicine and its sub-specialty PET are both part of the Molecular Imaging field.

The Nuclear Medicine Technology (NMT) Program is established within the College of Allied Health Professions. It is one of five programs in the Division of Radiation Sciences Technology Education.

The NMT Program is offered as a post-primary Advanced Program for students who have completed an accredited radiography program and have current ARRT certification. Upon successful completion of the 15 month program, students are awarded the Bachelor of Science degree in Radiation Science Technology, or a Post-Baccalaureate Professional Certificate in Nuclear Medicine Technology. Graduates are eligible to sit for the certification exam of the Nuclear Medicine Technology Certification Board (NMTCB) and/or the American Registry of Radiologic Technologists (ARRT), and potentially ARRT Computed Tomography.

b. **Accreditation**

The Nuclear Medicine Technology Program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology. For more information on the JRCNMT, please use the contact information below:

Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)
2000 W Danforth Rd, Suite 130 #230C
Edmond, OK 73003
Phone: 405.285.0546
Website: [www.jrcnmt.org](http://www.jrcnmt.org)

b. **Admission Requirements**

Enrollment in the program is limited and not all candidates are accepted. Applicants to the Nuclear Medicine Technology Program must:

- Graduate from an accredited Radiography program (students who are in their final months of study are eligible to apply);
- Be ARRT(R) certified, registered and in good standing with the ARRT (proof of registration and good standing may be required);
- Present a prerequisite GPA of at least 2.5 on a 4.0 scale (no grades lower than C- will transfer to UNMC for credit); and
- Successfully complete a minimum of 35 semester hours at an accredited college or university including the following coursework:
  - English Composition 6 semester credit hours
  - College Algebra 3 semester credit hours
  - Statistics 3 semester credit hours
  - Chemistry with lab (8 hrs suggested) 4 semester credit hours
  - Human Anatomy & Physiology (Sem I & II) 4 semester credit hours
  - General Physics (8 hrs suggested) 4 semester credit hours
  - Medical Terminology 2 semester credit hours
  - Speech / Oral Communications / Public Speaking 3 semester credit hours
  - Humanities or Social Sciences (3 hrs of each) 6 semester credit hours
d. **Degree Requirements**

Students must successfully complete all courses in the 12-month professional curriculum in nuclear medicine technology to be eligible for the Bachelor of Science degree in Radiation Science Technology. Successful completion requires meeting all grade requirements as stated in each syllabus. A **minimum** total of 120 semester credit hours is required for the Bachelor of Science in Radiation Sciences Technology degree. Students must transfer in a minimum of 35 semester credit hours of specific prerequisite coursework, and will be awarded up to 60 semester credit hours for their radiography program. Additionally, students will complete 58 semester credit hours in the Nuclear Medicine Technology Program.

e. **Curriculum**

The curriculum complies with the Essentials and Guidelines for an Accredited Educational Program for the Nuclear Medicine Technologists. The 400-level courses are designated for students pursuing the Bachelor of Science, while the 600-level courses are designed for students pursuing the Post-Baccalaureate Professional Certificate.

Nuclear Medicine Technology students are exposed to a gradual increase in clinical responsibility throughout the program. The emphasis at first is toward academic education with emphasis on principles and theory. As each student progresses, the emphasis shifts from classroom learning to clinical practical experiences.

The program combines basic science, nuclear medicine science and instrumentation, clinical nuclear medicine, patient care, nuclear pharmacy, CT, management, research and many other vital skills in healthcare. The clinical education begins at The Nebraska Medical Center and then branches out into the community to hospitals, clinics and Cardinal Health Nuclear Pharmacy to provide a well-rounded and diverse clinical education experience. Instructional contributions from a cross-section of departments at UNMC balance the educational assets of the program.

### Fall Semester (First Semester)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 410/610R</td>
<td>Sectional Anatomy &amp; Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>RSTE 412/612N</td>
<td>Clinical Procedures &amp; Diagnosis I</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 414/614N</td>
<td>Instrumentation I</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 415/615N</td>
<td>Radiopharmacy I</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 421/621N</td>
<td>Applied Nuclear Medicine Technology I</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 430/630N</td>
<td>Nuclear Medicine Professional Projects I</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 451/651N</td>
<td>Nuclear Medicine Physics</td>
<td>1</td>
</tr>
<tr>
<td>CAHP 423/723</td>
<td>Principles of Critical Inquiry</td>
<td>2</td>
</tr>
<tr>
<td>CAHP 430/530</td>
<td>Scanning the Health Care Environment</td>
<td>1</td>
</tr>
</tbody>
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**TOTAL SEMESTER HOURS for FALL SEMESTER** 19

### Spring Semester (Second Semester)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>RSTE 411/611R</td>
<td>Sectional Anatomy &amp; Pathology II</td>
<td>4</td>
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<tr>
<td>RSTE 418/618N</td>
<td>Radiopharmacy II</td>
<td>2</td>
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<tr>
<td>RSTE 422/622N</td>
<td>Clinical Procedures &amp; Diagnosis II</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 423/623N</td>
<td>Instrumentation II</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 424/624N</td>
<td>Applied Nuclear Medicine Technology II</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 431/631N</td>
<td>Nuclear Medicine Professional Projects II</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 438/638N</td>
<td>Advanced Radiation Biology</td>
<td>3</td>
</tr>
<tr>
<td>CAHP 431/531</td>
<td>Management in Health Care</td>
<td>2</td>
</tr>
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</table>

**TOTAL SEMESTER HOURS for SPRING SEMESTER** 20
Summer Semester (Third Semester)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 425/625N</td>
<td>Applied Nuclear Medicine Technology III (6-11)</td>
<td>6</td>
</tr>
<tr>
<td>RSTE 432/632N</td>
<td>Nuclear Medicine Professional Projects III</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 435/635N</td>
<td>Positron Emission Tomography</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 460/660R</td>
<td>CT Protocols and Cross Sectional Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 461/661R</td>
<td>CT Physics</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SUMMER SEMESTER** 12

**TOTAL NUCLEAR MEDICINE TECHNOLOGY CURRICULUM** 51

g. **Estimated Tuition & Related Expenses**

Tuition and fees are subject to change, as determined by the University of Nebraska Board of Regents. Questions regarding residency status should be directed to UNMC Student Services.

The current approved tuition and fees charges can be found on the program website at: [http://www.unmc.edu/alliedhealth/education/nmt/admission/tuition.html](http://www.unmc.edu/alliedhealth/education/nmt/admission/tuition.html).

g. **Program-Specific Policies & Procedures**

All Nuclear Medicine Technology students will be required to sign the *Student Responsibility Statement* located on the following page:
College of Allied Health Professions
Division of Radiation Science Technology Education (RSTE)

Student Responsibility Statement

As a student in the Division of Radiation Science Technology Education (RSTE) Program, it is your responsibility to read this NMT Program-specific Policies & Procedures section. You are also required to read the rest of this CAHP Student Handbook and the UNMC Student Handbook (http://www.unmc.edu/studentservices/_documents/handbook.pdf), and are expected to abide by all regulations contained in them.

Your signature below confirms you have read and understand the Radiation Science Technology Education policies and procedures, the College of Allied Health Professions Student Handbook, and the University of Nebraska Medical Center Student Handbook and that you agree to conditions stated in each of these documents.

________________________________________  ____________________________
Student Signature                        Date

________________________________________  ____________________________
Program Director Signature               Date
Supervision of Students

Clinical Supervision of Students: All RSTE students must have adequate and proper supervision during all clinical assignments as specified by individual institutional, program, and accreditation policies. The following policies and procedures apply to UNMC clinical assignments for students, technologists/therapists, and evaluators.

Nuclear Medicine Policy

Supervision of Nuclear Medicine Technology Students: Student must have adequate and proper supervision during all clinical assignments. The following conditions constitute direct supervision:

Procedure:
1. A staff nuclear medicine technologist is responsible for determining the degree of student participation in diagnostic nuclear medicine procedures.
2. A nuclear medicine physician and/or technologist are responsible for determining the degree of student participation in nuclear medicine therapeutic procedures.
3. A staff nuclear medicine physician and/or technologist are responsible for determining the degree of student participation in quality control procedures, phlebotomy, intravenous injections of radiopharmaceuticals, in vitro procedures, and patient care.

Procedure for Clinical Evaluations
1. Clinical evaluations include the three domains of learning: cognitive (knowledge), affective (professional behaviors), and psychomotor (technical skills).
   a. The student will receive a minimum of two evaluations for affective, psychomotor, and cognitive areas in the program before the midpoint of the clinical component of the program. Any ongoing issues will be identified immediately, discussed, and verbal counseling will be documented.
2. Students who perform at a non-acceptable level as defined by the program, in any of the three domains, may be placed on academic probation.
   a. Students will be notified of the nature of the problem and discuss ways to improve.
   b. The length of the probationary period will be clearly defined on an individual basis.
   c. At a defined time the student will receive another evaluation. If improvement is not demonstrated, the student will be removed from clinic and a failing grade can be issued for the clinical course. A committee of program directors in the division will assess and determine if dismissal from the program will be recommended.
   d. If improvement is shown the student may either be removed from probation or probation may be continued for a defined time.
   e. If the behavior is noted again at any time during the remainder of the program, the student will immediately receive a failing grade for the course and be recommended for dismissal.

Clinical Compliance

Accidents/Incidents: As general policy, RSTE students will comply with the policies and procedures with the clinical site at which they are assigned. It is the policy that there be written reports of all unusual incidents/accidents.

An incident is an unusual occurrence which is not consistent with the routine operation of the institution or clinical rotation which may or did cause harm, involves possible negligence, requires some immediate consideration or action by a supervisor.
A student enrolled in a program in the Division of Radiation Science Technology Education is expected to provide prompt, complete and accurate written documentation of the details related to any accidents/incidents, thus enabling corrective actions and/or programs for prevention. The program adheres to the Infection Control Policy for University Hospitals and Clinics. Students with signs and symptoms of an infectious process should report immediately to the program director for appropriate referral.

All accidents/incidents must immediately be reported to the clinical supervisor or immediate person in charge. Proper report forms must be completed.

**Equipment Use and Operation:** The professions in Radiation Science Technology employ the use of highly specialized equipment. Any equipment failure or equipment that is not in proper working order must be reported immediately to the technical supervisor. Do not place any calls to equipment representatives. Do not attempt to repair.

**Blood Borne Pathogens Exposure Plan for Students**
Campus Blood Borne Pathogen Exposure (on and off campus): Students must call the Medical Communication Center at 402-559-6824 or the OUCH pager at 402-888-6824 (24 hours a day, 7 days a week) ASAP and report to the nearest emergency room for appropriate blood borne pathogen procedures. On the next work day, please call the Student Health office at 402-559-5158 with information regarding your ED visit.

**Radiation Protection**
It is each student’s responsibility to adhere to the following guidance for radiation protection:

1. Students must practice safe radiation and protection criteria and practice the principles of ALARA at all times. These are found in the UNMC Radiation Safety Manual available online at www.unmc.edu/CRSO.

2. The principles of decreased time and increased distance and shielding shall be employed when working with radiation.

3. The spread of any accidental contamination from radioactive materials will be decreased by frequent personnel monitoring and hand washing.

4. Radiopharmaceuticals must be kept in lead shields until placed in a syringe shield for injection into the patient (Nuclear Medicine Technology).

5. Radiation exposure is measured by personnel monitoring device and finger TLD rings, (Radiation Therapy, Nuclear Medicine Technology and CVIT); therefore, they must be worn at all times within the department. Personnel monitoring devices are to be worn at the collar, and finger TLD rings on the dominant hand. **It is the student’s responsibility to exchange badges and rings on a quarterly basis with person designated by the RSO for each program.**

6. If your personnel monitoring device or finger TLD ring is lost or left where it can be exposed unknowingly, contact the respective program director immediately.

7. In accordance with the philosophy of keeping exposures ALARA (As Low As Reasonably Achievable), the Radiation Safety Office has established levels at which the dosimetry company will provide immediate notification of a higher than normal reading. These notification levels are presently as follows:

<table>
<thead>
<tr>
<th>Dose Type</th>
<th>Evaluation Level</th>
<th>Investigation Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDE (whole body)</td>
<td>300 mrem</td>
<td>600 mrem</td>
</tr>
<tr>
<td>LDE (lens of eye)</td>
<td>900 mrem</td>
<td>1500 mrem</td>
</tr>
<tr>
<td>SDE (skin or extremity)</td>
<td>900 mrem</td>
<td>2000 mrem</td>
</tr>
<tr>
<td>Declared Pregnant Woman</td>
<td>40 mrem</td>
<td>50 mrem</td>
</tr>
</tbody>
</table>
ALARA DOSE LIMITS (PER MONITORING PERIOD)

Any doses above the ALARA Evaluation Level require that the Radiation Safety Officer review the circumstances pertaining to this dose and determine if additional actions need to be taken or if further investigation is required. An investigation requires that the Radiation Safety Officer investigate the cause of the dose and steps that may be required to prevent this dose level in the future with consideration of cost and scientific impact. All doses above the ALARA action levels will be reported to the Radiation Safety Committee.

The Radiation Safety Committee may alter these values based on regulatory or departmental concerns. When an individual exceeds any one of these levels, a follow-up survey may be conducted to determine if a reduction in dose can be reasonably achieved.

For further information regarding personnel monitoring of ionizing radiation, refer to the UNMC Radiation Safety Manual (http://www.unmc.edu/CRSO/) or contact the Radiation Safety Office.

Students are responsible for bioassays for the presence of I-125 or I-131 in the thyroid at appropriate times during their clinical experiences (Nuclear Medicine Technology).

If a student becomes pregnant, she is encouraged to voluntarily consult with the program director concerning the most appropriate procedure to assure that exposure to the fetus is less than 0.5 rem (refer to Pregnancy Policy below).

Pregnancy

The pregnancy policy is a voluntary program intended to provide safety for pregnant students and their fetus who are considered occupationally exposed to ionizing radiation. In the event of a suspected or confirmed pregnancy, it is the responsibility of the student to advise her program director in writing of her condition. Pregnancy will not affect the student’s enrollment in the academic courses in the program. However, due to the physical requirements placed upon the student in the clinical courses and assignments, and in order to comply with 180 NAC 004.13 (10 CFR Part 20.1208) to keep the radiation exposure to the fetus as low as reasonably achievable (no more than 500 mrem during the entire gestation period), the following procedures will apply:

1. The student may voluntarily report suspected or confirmed pregnancy to the program director. At that time the UNMC/Nebraska Medicine policies and procedures and the RSTE Student Policies and Procedures Manual pregnancy policy will be reviewed with the student. Once the student has elected to declare suspected or confirmed pregnancy, the student should:
   2. Complete the form “UNIVERSITY OF NEBRASKA MEDICAL CENTER DECLARATION OF PREGNANCY” and forward it to the Radiation Safety Office. (See form on next page.)
   3. The Radiation Safety Office will determine the estimated radiation dose from time of conception to the date of declaration based on dosimetry records and calculate the permissible remaining dose to the embryo/fetus for the remainder of the pregnancy. (See the next page).
   4. Upon review of the findings and recommendations of the Radiation Safety Officer or Medical Radiation Physicist, clinical assignments will be reviewed. Clinical assignments will only be altered if the fetus received the maximum permissible dose as stated by 180 NAC 004.13 (10 CFR Part 20.1208). Any clinical competencies not completed for reasons related to pregnancy must be successfully completed prior to graduation.
   5. Provide the program director with written indication of intent to:
      a. continue in the program, or
      b. take a medical leave of absence with intent to complete the program (form available from CAHP Academic & Student Affairs), or
      c. withdraw from the program (form available from CAHP Academic and Student Affairs).
   6. The student should provide the program director with written consent from her physician providing medical advice for:
      a. continuing in the program as a full-time student, and/or
      b. any limitations placed upon the student while enrolled in the program.
   7. A student may also voluntarily withdraw their declaration of pregnancy in writing at any time. (See form on following pages.)
### UNIVERSITY OF NEBRASKA MEDICAL CENTER
#### DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Individual:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Conception (month/year):</td>
<td></td>
</tr>
</tbody>
</table>

By providing this information to the Radiation Safety Officer, in writing, I am declaring myself to be pregnant as of the date shown above. Under the provisions of 180 NAC 004.13 (10 CFR Part 20.1208), I understand that my exposure will not be allowed to exceed 5 mSv (500 mrem) during my entire pregnancy, from occupational exposure to radiation. I understand that this limit includes exposure I have already received. If my estimated exposure since the above date of conception has already exceeded 4.5 mSv (450 mrem), I understand that I will be limited to no more than 0.5 mSv (50 mrem) for the remainder of my pregnancy. If I should find out that I am not pregnant, or if my pregnancy is terminated, I will inform my immediate supervisor as soon as practical.

<table>
<thead>
<tr>
<th>Signature of Individual:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td>Extension:</td>
<td></td>
</tr>
<tr>
<td>Signature of Immediate Supervisor:</td>
<td>Date:</td>
</tr>
<tr>
<td>Name &amp; Title of Immediate Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

### RECEIPT OF DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Supervisor:</th>
<th>Name of Declared Pregnant Worker:</th>
</tr>
</thead>
</table>

I have received notification from the above named woman that she is pregnant. I am enclosing a copy of Nuclear Regulatory Commission Regulatory Guide 8.13, Revision 3 “Instruction Concerning Prenatal Radiation Exposure.” I have evaluated her prior exposure and established appropriate limits to control the dose to the developing embryo/fetus in accordance with limits in 180 NAC 004.13 (10 CFR Part 20.1208). She should avoid substantial exposure variations and try to maintain a uniform monthly exposure (i.e. 50 mrem/month).

The dose to the embryo/fetus during the entire pregnancy is limited to: 500 mRem

<table>
<thead>
<tr>
<th>Estimated dose from time of conception to date of declaration:</th>
<th>mRem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining dose to embryo/fetus for the remainder of pregnancy:</td>
<td>mRem</td>
</tr>
</tbody>
</table>

Signature of Radiation Safety Officer:

Date Signed:
## WITHDRAWAL OF PREGNANCY DECLARATION FORM

<table>
<thead>
<tr>
<th>Name of Individual:</th>
<th>Date:</th>
</tr>
</thead>
</table>

I am withdrawing my previous declaration of pregnancy in writing. I understand that by submitting this form I agree to the lifting of any previous work restrictions imposed on me as a result of my pregnancy, and to the removal of additional dosimeters.

I also understand that it is my sole responsibility to give this written notification to the appropriate RSTE division personnel and/or my immediate supervisor.

<table>
<thead>
<tr>
<th>Signature of Individual:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td></td>
<td>Extension:</td>
</tr>
<tr>
<td>Signature of Immediate Supervisor:</td>
<td>Date:</td>
</tr>
<tr>
<td>Name &amp; Title of Immediate Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

## RECEIPT OF WITHDRAWAL OF DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Supervisor:</th>
<th></th>
</tr>
</thead>
</table>

Name of Student Submitting the Withdrawal of Pregnancy Declaration Form:

I have received notification from the above named woman that she is withdrawing her declaration of pregnancy. Fetal monitoring will be discontinued and she is free to return to all previous duties and assignments.

<table>
<thead>
<tr>
<th>Signature of Radiation Safety Officer:</th>
<th></th>
</tr>
</thead>
</table>

Date Signed:  |
RSTE Dress Code Policy
All students will dress in a professional manner, appropriate for the situation and according to the following guidelines:

1. Grand Island and Kearney RSTE students will wear pewter colored scrubs with or without a pewter or white lab jacket. All other RSTE students will wear navy scrubs with or without a navy or white lab jacket.
2. The uniform top will have the UNMC/Nebraska Medicine logo patch sewn on upper left chest. All uniforms should be purchased from the UNMC bookstore.
3. A solid white or gray shirt may be worn under the scrub top and must be tucked into the scrub pant.
4. Pant hemlines should not touch or drag on the ground.
5. Simple jewelry may be worn with the uniform, i.e., small earrings, wedding rings, and watches.
   a. Visible piercings and transdermal implants must be removed or covered except ear piercings.
   b. Ear gauges must be plugged with flesh colored plugs while in clinic.
   c. Earrings must be small and not touching the neck.
   d. Bandanas are not permitted.
6. Visible tattoos that are larger than 2” x 2” or clearly offensive, including but not limited to anything hateful, violent, profane and/or containing nudity, must be completely covered.
7. Flat, enclosed-toe, neutral colored shoes are acceptable. Socks must be worn at all times.
8. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating.
   a. Students are to wear from home their uniform or proper street clothing and then change into clean scrubs after they arrive at the hospital/clinic. At the end of the shift, the students are to change back into their uniform or proper street clothing.
   b. All scrub clothing provided by the hospital/clinic may not be removed from the property. Scrubs must not be worn outside of the hospital/clinic buildings.
9. Proper UNMC photo ID and personnel monitoring devices must be worn at all times. The ID must be visible at all times to identify student status.

Students are held responsible for their appearance and will be dismissed from clinic if inappropriately attired, groomed, or adorned per faculty standards. (Ex: artificial fingernails are not allowed, hair worn longer than shoulder length must be pulled back, etc.). If a student is sent home from clinic due to a dress code violation, the amount of time missed from clinic will be deducted from the student comp time allotment.

Use of Technology
1. Personal phone calls during clinic hours must be kept to a minimum.
2. No personal long distance calls are permitted on department telephones.
3. Personal technology such as iPods and cell phones may not be carried or used during clinic or class. Technology used for educational purposes may be used as approved by class instructors.
4. Computer use is permitted for the purpose of academic endeavors only with supervisor approval.
**Student Leave Time**

**Personal Time**

Students enrolled in the Division of RSTE are given 16 hours of leave time for personal affairs each semester. It is intended to provide necessary time for planned or unplanned events without jeopardizing the student's attendance record. Regarding the use of student leave time, the following guidelines must be followed:

1. Unused time allotted is not transferrable to a successive semester.
2. Allotted hours may be used for such things as illness, funerals, medical and dental appointments, job interviews, or vacations.
3. All leave time for reasons other than illness must have prior approval of the program director.
4. Students taking more than the allotted number of hours will be required to make up the time according to the discretion of the program director.
5. Unauthorized absenteeism may result in disciplinary actions.
6. A student may be required to furnish satisfactory medical proof of illness, disability or dental work.
7. Students must contact the person in charge of the assigned clinical area and/or the program director 30 minutes prior to time assigned for arrival if they are unable to attend the scheduled day unless directed otherwise by their program director.
8. It is recommended that suspected and confirmed pregnancy be reported to the program director. Time lost due to pregnancy must be made up according to the decision of the program director based on the Radiation Protection and Pregnancy Policies contained in this document.
9. Full time students may request up to 5 days of funeral/bereavement leave in the event of a death of an immediate family member. Documentation may need to be provided upon request.
10. Students may voluntarily choose to spend additional authorized time participating in clinic procedures over and above their scheduled hours as long as the student continues to perform in the student capacity, including direct supervision and holding only student clinical responsibilities. No compensation time will be given.

**Personal time for professional meetings:**
The RSTE Division supports participation in professional organizations relevant to the student’s professional growth and development. Therefore, students may qualify for time for documented attendance and involvement in these activities. See program director for more information.

**Student Employment Guidelines**

Opportunities for student employment may exist in the clinic departments and may be initiated and/or discontinued as dictated by manpower needs.

1. Students may not take the place of regular staff in the clinical areas to which they are assigned. It is appropriate, however, for students to assume the responsibility for performing defined activities and tasks, with adequate direction and supervision, after demonstration of clinical competencies.
2. Students may be employed in a clinical setting outside regular educational hours, provided this work does not interfere with their academic responsibilities. In addition, student employment in the clinical setting is non-compulsory and is subject to standard employee policies.

**Personal Property**

UNMC, Nebraska Medicine, and the Department of Radiology or Radiation Oncology or your respective programs are not responsible for your valuable possessions. All valuables and money should be monitored closely by each individual.
**Policy for Authorship of Student/Scientific Papers and/or Presentations**

It is a tradition and common accepted practice amongst academic institutions that scientific papers and posters submitted for consideration of publication or presentation include as an author the student's advisor, program director, professor, department chairperson, or any other similar individual that had a direct relationship to the student and the material being presented.

**Dean's List Policy**

The Dean of the College of Allied Health Professions (CAHP) will recognize student's outstanding academic achievement for full-time study by placing students on the Dean's List each semester. Criteria for the Dean's List are as follows:

1. Only degree-seeking undergraduate students enrolled in the College of Allied Health Professions for twelve or more hours any one semester are eligible for the Dean's List.
2. The University of Nebraska Medical Center grade point average for the semester must be 3.75 or above.
3. Eligible candidates are identified by CAHP Academic and Student Affairs and verified with each program director.
4. Students are notified by letter from the Assistant Dean for Academic and Student Affairs.
5. A list of students to be recognized will be sent to Academic Records by CAHP Academic and Student Affairs for inclusion on the students' permanent record, and to the UNMC Department of Public Relations Office.

**Inclement Weather Policy**

Official cancellations of clinical assignments and/or RSTE classes at UNMC due to inclement weather will be concurrent with that announced on the radio and TV for UNO. In the event of cancellation during the day because of weather, students will be notified by their program director. In situations other than official UNO closings, students electing not to travel due to inclement weather conditions must contact their program director (or designee) and time will be deducted from their personal leave bank. Students that are at distance education sites will follow local community college or university cancellations.

**Program Faculty**

The faculty of the Nuclear Medicine Technology Program is as follows:

**Medical Advisor:**

Jordan H. Hankins, Professor of Radiology, Courtesy Professor, B.S. 1969 University of Chattanooga, M.D. 1975 University of Mississippi College of Medicine.

**RSTE Division Director**

James B. Temme, Associate Professor, B.S. 1974 University of Nebraska Medical Center, M.P.A. 1984 University of Nebraska at Omaha.

**Program Director**

Marcia Hess Smith, Instructor, B.S. 1991 University of Nebraska Medical Center.
10. Physical Therapy

a. Program Description

Physical therapists are health care professionals who evaluate and treat people with health problems resulting from injury or disease. Physical therapists assess joint motion, muscle strength and endurance, function of heart and lungs, and performance of activities required in daily living, among other responsibilities. Treatment includes a broad range of therapeutic exercise techniques, manual therapy techniques, cardiovascular endurance training, and training in activities of daily living.

The Physical Therapy Program is part of the University of Nebraska Medical Center (UNMC), a comprehensive academic health sciences center located in Omaha, Nebraska. Upon successful completion of the three year physical therapy professional program at UNMC, students are awarded an entry-level Doctor of Physical Therapy (DPT) degree. Students who enter the program without a baccalaureate degree may, upon successful completion of all courses in the first two years of the DPT program, become candidates for the degree of Bachelor of Science in Medicine from UNMC. Graduates of the DPT program are eligible to sit for the national licensure examination in order to practice in Nebraska or in other states.

The Program is administratively housed in the College of Allied Health Professions. Students and faculty alike derive many benefits from being part of a major academic health sciences center. As a part of UNMC, students have access to excellent medical library facilities, exposure to faculty with a broad range of clinical and research interests, and the opportunity for interaction with students in many different health care professions.

The PT Program’s offices and one teaching laboratory are located in Bennett Hall, which houses all programs and administration for the UNMC College of Allied Health Professions. The other teaching laboratories are located in the Student Life Center on the UNMC campus directly adjacent to the state-of-the-art fitness facilities of the UNMC Center for Healthy Living. The Program’s Clinical Movement Science Laboratory and Physical Activity Research Laboratory provide opportunities for the study of kinematic, electromyographic, and metabolic aspects of human movement.

b. Accreditation

Physical Therapy Education at the University of Nebraska Medical Center is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org.

c. Admission Requirements

To be considered for admittance into the Physical Therapy Program, all applicants are required to present a minimum overall grade point average of 3.0 on a 4.0 grading scale. Required courses must be taken for letter grades.

Credits for courses in which grades below "C-" were received are not accepted in fulfillment of the program prerequisites. Grades below "C-", while not accepted for transfer, are still calculated as part of the grade point average for determining admittance.

By July 15 preceding the intended fall semester date of enrollment, applicants must have successfully completed a minimum of 90 semester credit hours (135 quarter hours) of academic courses at an accredited college or university. Please note: A maximum of 66 semester credit hours (85 quarter hours) will be accepted in transfer from community colleges. A baccalaureate degree is not required for admission to this program. However, students who will not have received a baccalaureate degree prior to matriculation must identify their major emphasis of
study and satisfactorily complete three upper-level courses toward that major prior to July 15th of the intended year of enrollment.

The courses listed below are prerequisites for the professional program in physical therapy at UNMC. Candidates must satisfactorily complete the college courses below and show proof of completion by July 15 of the intended year of enrollment except as noted (*) below:

- **1 Year in Anatomy & Physiology (Lecture/Lab)**
  Must be lecture/lab courses in human or vertebrate anatomy and physiology
  *NOTE:* may be fulfilled by completing one course in Anatomy and a second course in Physiology or by taking 2 combined courses in Anatomy/Physiology.

- **1 Year in Chemistry (Lecture/Lab courses)**

- **1 Year in Physics (Lecture/Lab)**
  (General Physics I and General Physics II) Must include mechanics, heat, light, sound and electricity. Physical Science will not fulfill this requirement.

Applicants are strongly encouraged to take a balance of electives consistent with a liberal arts education, while pursuing depth of study as typically demonstrated by a discipline major. The preferred applicant will demonstrate an academic record that reflects a balance of course work in the humanities and the social and natural sciences.

All applicants are required to present scores for the Graduate Record Examinations (GRE) general test. Information about the GRE may be obtained from Educational Testing Service, PO Box 6000, Princeton, NJ 08541-6000 (www.gre.org). Specify that copies of results should be forwarded through the Physical Therapist Centralized Admissions Service using College Code 7752 by the application deadline.

NOTE: The GRE should be taken early enough to ensure that scores reach UNMC by the October application deadline.

There are no formal requirements for volunteer, observation, or employment experiences in the field of physical therapy. However, as with all career choices, a broad exposure to the field is to the applicant’s personal benefit, and as such is encouraged.

**Graduates of Foreign Institutions and Non-US Citizen Applicants**
In addition to the admission requirements described above, foreign applicants and students who attended or graduated from an institution outside of the U.S. are required to submit the following:

1. Applicants must submit a foreign transcript evaluation for coursework completed outside of the United States by the published application deadline, as outlined in Section E4 of this handbook.
2. Applicants must be able to show English proficiency as outlined in Section E5 of this handbook by the published application deadline.
3. If a foreign applicant is, or previously has been, enrolled in a U.S. institution of higher education, the letters of recommendation should come from faculty members or professional clinicians from that institution.
Admission Tracks

There are three admission tracks for the DPT Program.

1. **General Admissions Track.** Most applicants will apply through this track, which is for applicants who have completed or are in the process of completing the prerequisites. Applicants must apply through the online Physical Therapist Centralized Application Service (PTCAS) at [www.ptcas.org](http://www.ptcas.org). Applicants are strongly encouraged to apply early. The sooner your application, transcripts and references are submitted to PTCAS, the sooner the verification process can begin. This process can take 4-6 weeks.

**General Admissions Timeline:** July applications for admission via the general admissions track are available through PTCAS.

**October PTCAS Application deadline:** All required application materials and fee must be received in PTCAS by this deadline in order for you to be considered as an applicant. Applicants are strongly encouraged to check their application status on PTCAS. It is the responsibility of the applicant to insure all materials which must be submitted directly to the UNMC Physical Therapy Program have been received.

**Early November – UNMC Supplemental Application deadline:** This application can be accessed with a code sent by UNMC once the PTCAS file has been processed by our office. There is a fee for submission of this mandatory application.

**November –** The Admissions Committee completes the review of all applications and determines which applicants will be invited for personal interviews. Only the most qualified applicants will be invited for an interview based on the application materials. Applicants with missing materials will be classified as ineligible. All applicants will be notified as to whether or not they are being offered a personal interview.

**Mid-December & Early January –** Personal interviews for selected applicants are held.

**Mid to Late January –** Admissions Committee decisions are made and all applicants are notified of the results by mail.

**Selection Process for the General Admissions Track**

**Personal Interview:** A personal interview with the Admissions Committee is required to be considered for admission. Interviews will be offered to a limited number of qualified applicants before final acceptance is offered. The selection process for an interview is based upon overall grade point average, math/science grade point average, scores on the verbal, quantitative and analytical portions of the GRE, and evidence of ability to successfully complete all required courses by July 15th of the year of matriculation at UNMC. In addition to the criteria for interview selections, the selection process for admittance is based on interview performance, writing skills, work history and extracurricular activities, rationale for physical therapy as a career choice and personal references.

**Class Size:** Enrollment in the physical therapy program is limited to approximately 50 students per year. Fulfillment of the basic application requirements does not guarantee admission into the professional program.

**NOTE:** Alternates will not be informed of their specific ranking. Alternates will be notified as soon as possible about an open position for the class. If positions do not become available for alternates during a given year, they are welcome to reapply, but selection as an alternate does not guarantee acceptance in subsequent years. The admissions process is based upon selection of the most qualified applicants from within the current year’s applicant pool. Previous applications to the program neither hinder nor assist applicants who choose to reapply in subsequent years.

Candidates who are accepted for admission with contingencies must show proof (transcripts) of successful completion of the required course work by July 15 prior to matriculation into the
program. The Division reserves the right to withdraw the offer for admission if these courses are not completed by the deadline.

**Starting Date:** Classes begin in the fall semester. With rare exception due to medical causes, the Division does not offer deferments into the program.

2. **Rural Health Opportunities Program (RHOP) Track.** RHOP is a cooperative venture between the University of Nebraska Medical Center, Chadron State College, Peru State College, and Wayne State College. The program aims to recruit and educate students from rural Nebraska who plan to return to practice in the rural areas of the state. The program consists of four years of study and a bachelor's degree at one of the state colleges, and three years spent in study at UNMC. A select number of positions within each class are reserved for RHOP students. The clinical education experiences prepare the student for practice in rural or smaller communities. Persons with a high College diploma or equivalent may apply. The **deadline for RHOP applications is in December.** Further information may be obtained by writing or calling the specific state institution. See our website at [http://www.unmc.edu/alliedhealth/admissions/pathway/rhop.html](http://www.unmc.edu/alliedhealth/admissions/pathway/rhop.html).

3. **Shanghai Sino-U.S. Health Science Initiative (SSUHSI) DPT/MS Track.** The Physical Therapy Doctorate Program under the SSUHSI is a specialized track within the Division of Physical Therapy Education. This program is designed for individuals who have already attained specific graduate/professional degrees or credentials other than the DPT degree but wish to complete the DPT program and assume faculty roles in physical therapist education programs in China. Candidates will be dually enrolled in the professional Doctor of Physical Therapy program and in the Graduate College to pursue a Master's degree. This DPT/MS program is designed to prepare individuals clinically and academically for faculty roles in physical therapy education. This program consists minimally of a 4-year course of study. Prospective applicants to this track are expected to secure funding to cover the full cost of the program (4 year's tuition and fees, books, room and board, etc.) before beginning. The deadline for SSUHSI applications is in February ([http://www.unmc.edu/aprdp/research/ssuhsi.html](http://www.unmc.edu/aprdp/research/ssuhsi.html)).

d. **Student Requirements**

**Americans with Disabilities Act** – The Division of Physical Therapy Education is committed to the education of competent and caring students who are able to achieve certain technical standards required to successfully complete the program, graduate, pass their professional licensure exam, and enter practice. These standards are contained in a document published on our website at [http://www.unmc.edu/alliedhealth/education/pt/admission/essential.html](http://www.unmc.edu/alliedhealth/education/pt/admission/essential.html).

Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990) give students with disabilities certain rights with regard to admissions, employment, student and staff services and the curriculum. For information on the process for requesting accommodation for a disability, please contact:

- Services for Students with Disabilities – Counseling & Student Development Center
  Bennett Hall room 6001, Phone: (402)559-5553
  Website: [www.unmc.edu/stucouns/disabilities.htm](http://www.unmc.edu/stucouns/disabilities.htm)

**Basic Life Support Certification:** Students enrolled in the program are required to maintain certification throughout the program.

**Attendance at College, Professional Meetings, and Community Service:** As a graduation requirement: Student attendance is required at the program’s All-Class Meetings. Attendance is required at a select number of professional meetings. Students are responsible for their own registration, housing, travel and transportation arrangements for these professional meetings, generally held outside of the Omaha-Lincoln area. Participation in one hour of community service is required.
**Community Service Requirement**: As part of the mission of our program, students are required to participate in a minimum of one, division-sanctioned community-based service activity (approved by the program director, or associate director, or SUN-APTA faculty representative). Each student is responsible for providing documentation of his/her participation to the Program Coordinator during the semester in which they participated.

**Professional Liability Coverage**: All students enrolled within the program are covered under a comprehensive general liability and professional liability policy approved by the Board of Regents of the University of Nebraska. In addition, students may be required to purchase individual "student professional liability coverage" each year while enrolled in the program. Students will receive further information about Professional Liability Coverage after enrollment in the program.

**Placement Assistance**: Students and graduates have access to all recruitment information that is received by the Division from employers of health care professionals.

**e. Degree Requirements**

Students must receive a passing grade of "C-" or better or "Pass" in all courses and maintain an overall quality grade point average of 2.33 (on a 4.0 scale) or above. Grades of less than "C-" are considered as failing within the physical therapy program. Physical therapy education requires the student to demonstrate skills of observation, communication, sensory, intellectual-conceptual, integrative and qualitative abilities, and professionalism. As such, students must successfully meet all of the program's performance standards by passing all laboratory practical examinations and clinical education experiences, in addition to successful completion of didactic work. The standing of a student in any course is determined by the instructor of the course by examinations, laboratory and clinical performance, class participation, written assignments, personal observation, and other methods of evaluation.

**f. Curriculum**

The UNMC DPT professional program is three years in length, during which students complete 123 semester credit hours of didactic and clinical course work. Learning opportunities include lecture-laboratory courses, seminars, independent study opportunities, laboratory practical examinations and supervised clinical practice. The curriculum provides opportunities to develop abilities in teaching, supervision, administration, and research in physical therapy. Although a thesis is not required, opportunities exist for interested students to actively participate in research in a number of areas. The Division reserves the right to modify the curriculum as necessary to comply with accreditation standards and to reflect advancements in the health sciences.

The clinical education component of the curriculum provides students the opportunity to directly apply the physical therapy theories and techniques acquired during the classroom instruction, as well as the opportunity to acquire knowledge, skills and attitudes best learned in the clinical environment. The intent of clinical education is to provide the student with a broad exposure to physical therapy practice in a variety of settings and geographic locations. The clinical education component is under the direction of the Director of Clinical Education.

Currently, the clinical education component of the curriculum consists of 34 weeks over the course of the three year professional program. Clinical education requirements vary with different admissions tracks, but attempts will be made to have all students participate in at least one clinical experience in a rural community. Clinical experiences are scheduled in advance and are subject to change at the discretion of the clinical education site or the office of the Director of Clinical Education.
### Fall Semester (First Year / Semester 1)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CIP 606</td>
<td>Physiology</td>
<td>6</td>
</tr>
<tr>
<td>GCBA 571</td>
<td>Structure of Human Body</td>
<td>9</td>
</tr>
<tr>
<td>PHYT 502</td>
<td>Foundations of Physical Therapy Practice</td>
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**TOTAL SEMESTER HOURS for FALL SEMESTER** 18

### Spring Semester (First Year / Semester 2)

<table>
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<tr>
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<td>NRSG 605</td>
<td>Advanced Pathophysiology</td>
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<td>PHYT 505</td>
<td>Musculoskeletal Physical Therapy I</td>
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<tr>
<td>PHYT 511</td>
<td>Integumentary Physical Therapy</td>
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</tr>
<tr>
<td>PHYT 512</td>
<td>Neuromuscular Physical Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>PHYT 550</td>
<td>Clinical Education I</td>
<td>2</td>
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<tr>
<td>PHYT 640</td>
<td>Critical Inquiry I</td>
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**TOTAL SEMESTER HOURS for SPRING SEMESTER** 18

### Summer Semester (First Year / Semester 3)

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<td>PHYT 506</td>
<td>Functional Mobility</td>
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<td>PHYT 510</td>
<td>Physical Agents</td>
<td>3</td>
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<tr>
<td>PHYT 522</td>
<td>Psychosocial Aspects of Health Care</td>
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**TOTAL SEMESTER HOURS for SUMMER SEMESTER** 7

### Fall Semester (Second Year / Semester 4)

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<tbody>
<tr>
<td>PHAR 570</td>
<td>Pharmacology for Health Professionals</td>
<td>3</td>
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<tr>
<td>PHYT 605</td>
<td>Musculoskeletal Physical Therapy II: Upper Quarter</td>
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<td>PHYT 610</td>
<td>Cardiopulmonary Physical Therapy</td>
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<td>PHYT 615</td>
<td>Functional Exercise Progression</td>
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<td>PHYT 616</td>
<td>Neuromuscular Physical Therapy II</td>
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<tr>
<td>PHYT 630</td>
<td>Prevention and Wellness</td>
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**TOTAL SEMESTER HOURS for FALL SEMESTER** 20

### Spring Semester (Second Year / Semester 5)

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<tr>
<td>PHYT 606</td>
<td>Musculoskeletal Physical Therapy III: Lower Quarter</td>
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<tr>
<td>PHYT 612</td>
<td>Pediatric Physical Therapy</td>
<td>4</td>
</tr>
<tr>
<td>PHYT 614</td>
<td>Physical Therapy Management of Individuals with Chronic Health Conditions</td>
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<td>PHYT 617</td>
<td>Neuromuscular Physical Therapy III</td>
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<tr>
<td>PHYT 622</td>
<td>Practice Management Skills in Physical Therapy I</td>
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<td>PHYT 624</td>
<td>Orthotics and Prosthetics</td>
<td>3</td>
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<tr>
<td>PHYT 740</td>
<td>Critical Inquiry II</td>
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**TOTAL SEMESTER HOURS for SPRING SEMESTER** 20

### Summer Semester (Second Year / Semester 6)

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<td>PHYT 650</td>
<td>Clinical Education II</td>
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**TOTAL SEMESTER HOURS for SUMMER SEMESTER** 8
### Fall Semester (Third Year / Semester 7)

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<tr>
<td>PHYT 720</td>
<td>Differential Diagnosis I</td>
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<tr>
<td>PHYT 722</td>
<td>Practice Management Skills in Physical Therapy II</td>
<td>2</td>
</tr>
<tr>
<td>PHYT 726</td>
<td>Instructional Development in Health Professions</td>
<td>2</td>
</tr>
<tr>
<td>PHYT 727</td>
<td>Differential Screening for Physical Therapists</td>
<td>2</td>
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<tr>
<td>PHYT 750</td>
<td>Clinical Education III</td>
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<tr>
<td>PHYT 742</td>
<td>Special Topics (Elective)</td>
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**TOTAL SEMESTER HOURS for FALL SEMESTER** 16

### Spring Semester (Third Year / Semester 8)

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<td>PHYT 751</td>
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<tr>
<td>PHYT 752</td>
<td>Clinical Education V</td>
<td>8</td>
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</table>

**TOTAL SEMESTER HOURS for SPRING SEMESTER** 16

**TOTAL PHYSICAL THERAPY CURRICULUM** 123

g. **Estimated Tuition & Related Expenses**

Tuition and fees are subject to change, as determined by the University of Nebraska Board of Regents. Questions regarding residency status should be directed to UNMC Student Services.

The current approved tuition and fees charges can be found on the program website at: [http://www.unmc.edu/alliedhealth/education/pt/admission/tuition.html](http://www.unmc.edu/alliedhealth/education/pt/admission/tuition.html).

h. **Program-Specific Policies & Procedures**

Physical Therapy program-specific policies and procedures can currently be found in the Physical Therapy Student Handbook. Please refer to that document for additional policy information.

i. **Program Faculty**

The faculty of the PT Program is as follows:

**Professors**

Patricia A. Hageman, Professor, B.S. 1979 University of Nebraska Medical Center, M.S. 1985 University of Nebraska at Omaha, Ph.D. 1994 University of Nebraska Medical Center.

Gregory M. Karst, Professor and Assistant Dean for Academic & Student Affairs, B.S. 1976 Wichita State University, M.S. 1984 University of Arizona, Ph.D. 1989 University of Arizona.


**Associate Professors**

Laura D. Bilek, Assistant Professor and Assistant Dean for Research Development, B.S. 1988 University of Nebraska Medical Center, PhD 1994 University of Nebraska Medical Center.


Kyle P. Meyer, Associate Professor and Dean, B.S. 1979, M.S. 1985 University of Nebraska Medical Center, M.P.A. 1994 University of Nebraska at Omaha, Ph.D. 2007 University of Nebraska at Omaha.
Associate Professors continued
Katherine J. Jones, Associate Professor, BHSPT 1979 University of Missouri, M.S. 2000 Clarkson College, Ph.D. 2004 University of Nebraska Medical Center.

Gilbert M. Willett, Associate Professor, B.S. 1987 University of Nebraska Medical Center, M.S. 1994 University of Nebraska Medical Center, O.C.S. 1994 American Physical Therapy Association, Ph.D. 2006 University of Nebraska Medical Center.

Assistant Professors
Betsy J. Becker, Assistant Professor, M.P.T. 1999 University of Nebraska Medical Center, DPT 2014 University of South Dakota.

Sara Bills, Assistant Professor, B.S. 2001, University of Nebraska-Lincoln, DPT 2004 University of Nebraska Medical Center, G.C.S. 2009 American Physical Therapy Association.


Ka-Chun (Joseph) Siu, Assistant Professor, B.S. 1999 Kaohsiung Medical University, Taiwan, Ph.D. 2006 University of Oregon, Post-Doctoral Fellow 2006-2009 University of Nebraska at Omaha.

Dawn M. Venema, Assistant Professor, MPT 1999 University of Nebraska Medical Center, Ph.D. 2007 University of Nebraska Medical Center.

Kathleen G. Volkman, Assistant Professor, B.S. 1979 University of Missouri-Columbia, M.S. 2004, University of Nebraska at Omaha, N.C.S. 2009 American Physical Therapy Association.
11. Physician Assistant

a. Program Description

A physician assistant (PA) is a health professional licensed by the state or credentialed by a federal employer to practice medicine as delegated by and with the supervision of a physician. Upon graduation from an accredited program, PAs are eligible to take the national certifying examination administered by the National Commission on Certification of Physician Assistants (NCCPA). Only those passing the examination can use the title “Physician Assistant-Certified” (PA-C). PAs keep up with medical advances through continuing medical education courses (CME). In order to maintain national certification, PAs must complete 100 hours of CME every two years and take a recertification exam every six years.

A hallmark of physician assistant practice is that PAs provide a broad range of medical and surgical services as part of a team with their supervising physician. As part of the physician/PA team, PAs diagnose and treat illness and injuries and can exercise a degree of autonomy in their decisions. Physician assistants perform physical examinations, order and interpret diagnostic tests, prescribe medications and provide patient education and preventive health care counseling. They also perform therapeutic procedures such as suturing lacerations and applying casts. A particular PA’s responsibilities vary with training, experience, state law, and what is delegated by the supervising physician. Voluntary specialty certification in some areas will soon be available. PAs are recognized throughout the nation as quality health care providers.

PAs are employed in virtually all types of health care settings - hospitals, clinics, private physician offices, Colleges, and HMO's. PAs can be found in communities of all sizes, from the smallest rural town to major metropolitan areas, and in virtually every medical and surgical specialty. Although the majority of PAs work in primary care medicine — family medicine, internal medicine, pediatrics, and obstetrics and gynecology — many also work in specialty medicine, such as cardiothoracic surgery and orthopedics. PAs may also work in the areas of medical education, health administration and research.

Additional information about the profession may be obtained from the American Academy of Physician Assistants.

American Academy of Physician Assistants
950 North Washington Street
Alexandria, VA  22314-1552
Phone: 703/836-2272  Web: www.aapa.org

b. Accreditation

The Physician Assistant Program is fully accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) and approved by the Nebraska Department of Education. Graduates of the Program are eligible to sit for the national certification examination administered by the National Commission on the Certification of Physician Assistants (NCCPA). Graduates are required to pass this examination in order to practice in Nebraska and most other states.

Additionally, UNMC enjoys full accreditation by the Higher Learning Commission (HLC) and is a member of the North Central Association of Colleges and Colleges. For more information on the HLC, please use the contact information below:

Higher Learning Commission (HLC)
30 North LaSalle Street, Suite 2400
Chicago, IL  60602-2504
Phone: 800.621.7440
Website: www.ncahigherlearningcommission.org.
c. Admission Requirements

Applicants to the Program must have completed a bachelor’s degree at an accredited college or university before entering. The undergraduate program of study must include 50 hours of required course work in specific disciplines as shown below. All 50 hours of required course work must be satisfactorily completed by June 1 of the year of intended enrollment. Required course work graded Pass/Fail or credit obtained by CLEP Examination or Advanced Placement (AP) will not be accepted for any of the 50 hours.

Required Courses

- **Biological Sciences** 16 semester credit hours
  Must include:
  - Biology 4 sem hrs
  - Human Anatomy 4 sem hrs  
  - Human Physiology 4 sem hrs  
  - Microbiology 4 sem hrs
  
  Note: A combined course in Anatomy & Phys. Human Physiology may also be taken for a total of 8 sem. hours.

- **Chemistry** 16 semester credit hours
  Must include:
  - General or Inorganic Chemistry with lab 8 sem hrs (one year sequence)
  - Organic Chemistry with lab 4 sem hrs (one year sequence recommended)
  - Biochemistry (lab recommended) 4 sem hrs

- **Psychology** 9 semester credit hours
  Must include:
  - General Psychology 3 sem hrs
  - Abnormal Psychology 3 sem hrs
  - Life Span/Developmental Psychology 3 sem hrs
  (Or other psychology elective)

- **Mathematics** 3 semester credit hours
  Must include:
  - Statistics 3 sem hrs
  
  Algebra is strongly recommended

- **English Composition** 6 semester credit hours
  Must include:
  - English Composition 3 sem hrs
  - Additional Writing or English Composition 3 sem hrs

Courses in chemistry, biology, mathematics, and psychology beyond the required minimums are encouraged.

A minimum cumulative grade point average of 3.0 (A=4.0) is required. Grades below "C" are not accepted in transfer to the University of Nebraska (e.g. C-, D+, D, D-, F). College level hours earned from community colleges with grades of "C" or better, in academic areas appropriate to the PA Program, may be applied up to a maximum of 66 semester hours.

**Graduate Record Examination (GRE)**

All applicants are required to submit scores on the General Test of the Graduate Record Examination (verbal, quantitative and analytical writing). The GRE must be taken by the application deadline of October 1 preceding the intended date of Fall admission and scores submitted by November 1. Candidates failing to submit GRE scores will not be considered for admission.
Applicants requesting scores from the Educational Testing Service (ETS) should specify that copies of their scores be sent to the University of Nebraska Medical Center, Physician Assistant Education Program, Code 4917.

Information and applications for the GRE may be obtained from:

Educational Testing Service
P.O. Box 6000
Princeton NJ 08541-6000
Web: www.gre.org

Graduates of Foreign Institutions and Non-US Citizen Applicants

In addition to the admission requirements described above, foreign applicants and students who attended or graduated from an institution outside of the U.S. are required to submit the following:

1. Applicants must submit a foreign transcript evaluation for coursework completed outside of the United States by the published application deadline, as outlined in Section E4 of this handbook.
2. Applicants must be able to show English proficiency as outlined in Section E5 of this handbook by the published application deadline.
3. If a foreign applicant is, or previously has been, enrolled in a U.S. institution of higher education, the letters of recommendation should come from faculty members or professional clinicians from that institution.

Preference Factors

The requirements for admission described above are minimum requirements for admission. Because admission to the Program is highly competitive, the Program has designated a number of Preference Factors for applicants. In considering applicants for admission to the Program, the Admissions Committee will give preference for admission to applicants possessing the following:

- An overall grade point average (GPA) of 3.20 or higher (on a 4.00 scale);
- A science (biology and chemistry) grade point average of 3.20 or higher (on a 4.00 scale);
- Competitive Graduate Record Examination (GRE) scores (50th percentile and above);
- Strong motivation to become a physician assistant based on a thorough understanding of the PA profession;
- Strong motivation to practice in a medically underserved area;
- Prior work or volunteer experience demonstrating direct patient care;
- Significant extracurricular, professional, or service organization involvement and activity;
- Ability to communicate effectively in the personal written statement in the application and in the interview;
- Personal qualities relating to maturity and professionalism as demonstrated in the interview and letters of recommendation.

Applicant Interviews

An interview with the Admissions Committee is required for admission. However, only the most qualified applicants will be invited for an interview based on the Admission Committee’s assessment of the application materials and the number of Preference Factors that apply. Competitive applicants who have or will have met all requirements and will complete all required course work by June 1 of the year of intended enrollment will be invited for an interview.

Admission to the PA Program continues to be highly competitive. Only one class of approximately 46 applicants is selected each year for admission. The most qualified applicants are selected for admission to the Program. Selection of applicants will be based on the Admission Committee’s assessment of the application materials, the interview with the Committee, and the number of Preference Factors that apply. Applicants not selected for admission in a given year may reapply in subsequent years.
References
Three references are required and should include persons who are acquainted with the applicant’s actual abilities, talents, personality and academic performance. References from college teachers who can comment on academic potential from firsthand knowledge, physicians, PAs and other health professionals who have worked with the applicant, or know the applicant well, are preferred. (Applicants are discouraged from asking physicians and PAs whom they have “shadowed” a few times for a reference if that is the only acquaintance they have had with the health professional.)

d. Degree Requirements
Students must receive a passing grade of “C” or better or “Pass” in all courses and maintain an overall quality grade point average of 2.33 (on a 4.0 scale) or above. Grades of less than “C” are considered as failing within the physician assistant program. Physician assistant education requires the student to demonstrate skills of observation, communication, sensory, intellectual-conceptual, integrative and qualitative abilities, and professionalism. As such, students must successfully meet all of the program’s performance standards by passing all laboratory practical examinations and clinical education experiences, in addition to successful completion of didactic work. The standing of a student in any course is determined by the instructor of the course by examinations, laboratory and clinical performance, class participation, written assignments, personal observation, and other methods of evaluation.

e. Curriculum

PHASE I. Fall Semester (First Year / Semester 1)

<table>
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<th>Credit</th>
<th>Hours</th>
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<tr>
<td>GCBA 571</td>
<td>Structure of Human Body</td>
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<tr>
<td>PAMM 690</td>
<td>Biology of Disease</td>
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<td>PHAS 620</td>
<td>Physician Assistant Professional Issues</td>
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PHASE I. Spring Semester (First Year / Semester 2)

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<tbody>
<tr>
<td>CLS 500</td>
<td>Application and Interpretation of Clinical Laboratory Data</td>
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<tr>
<td>CLS 511</td>
<td>Medical Microbiology</td>
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<td>PHAR 507</td>
<td>Pharmacology</td>
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<tr>
<td>PHAS 630</td>
<td>Clinical Skills I</td>
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<tr>
<td>PHAS 632</td>
<td>Communication in Medicine I</td>
<td></td>
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<tr>
<td>PHAS 650</td>
<td>Adult &amp; Pediatric Medicine I</td>
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PHASE I. Summer Semester (First Year / Semester 3)

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<td>PHAS 645</td>
<td>Behavioral Medicine</td>
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<td>PHAS 655</td>
<td>Adult and Pediatric Medicine II</td>
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PHASE I/II. Fall Semester (Second Year / Semester 4)

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<td>PHAS 635</td>
<td>Clinical Skills II</td>
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<td>PHAS 660</td>
<td>Medical Ethics</td>
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<td>PHAS 665</td>
<td>Systems in Health Care and Management</td>
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<td>PHAS 670</td>
<td>Research Applications in Medicine</td>
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<td>PHAS 700</td>
<td>Clinical Education/Clerkships (by arrangement)</td>
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<td>TOTAL SEMESTER HOURS for FALL SEMESTER</td>
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### PHASE II. Spring Semester (Second Year / Semester 5)

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<td>Clinical Education/Clerkships (by arrangement)</td>
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**TOTAL SEMESTER HOURS for SPRING SEMESTER** 24

### PHASE II. Fall Semester (Third Year / Semester 6)

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<td>PHAS 700</td>
<td>Clinical Education/Clerkships</td>
<td>24</td>
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**TOTAL SEMESTER HOURS for FALL SEMESTER** 24

**TOTAL PHYSICAL THERAPY CURRICULUM** 123

#### Required Clerkships

<table>
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<th>Course Code</th>
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<td>PHAS 702</td>
<td>Psychiatry Clerkship</td>
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<td>PHAS 703</td>
<td>Internal Medicine Clerkship</td>
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<tr>
<td>PHAS 704</td>
<td>Pediatric Clerkship</td>
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<tr>
<td>PHAS 705</td>
<td>Obstetric/Gynecology Clerkship</td>
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<tr>
<td>PHAS 706</td>
<td>Surgery Clerkship</td>
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<tr>
<td>PHAS 707</td>
<td>Family Medicine Clerkship</td>
<td>4</td>
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<tr>
<td>PHAS 708</td>
<td>Emergency Medicine Clerkship</td>
<td>4</td>
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<tr>
<td>PHAS 709</td>
<td>Geriatric Clerkship</td>
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#### Elective Clerkships

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<tbody>
<tr>
<td>PHAS 721</td>
<td>Cardiology Elective</td>
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</tr>
<tr>
<td>PHAS 722</td>
<td>Endocrinology Elective</td>
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<tr>
<td>PHAS 723</td>
<td>Gastroenterology Elective</td>
<td>4</td>
</tr>
<tr>
<td>PHAS 724</td>
<td>Infectious Disease Elective</td>
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</tr>
<tr>
<td>PHAS 725</td>
<td>Nephrology Elective</td>
<td>4</td>
</tr>
<tr>
<td>PHAS 726</td>
<td>Oncology/Hematology Elective</td>
<td>4</td>
</tr>
<tr>
<td>PHAS 727</td>
<td>Pulmonary Medicine Elective</td>
<td>4</td>
</tr>
<tr>
<td>PHAS 728</td>
<td>Rheumatology Elective</td>
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</tr>
<tr>
<td>PHAS 729</td>
<td>Cardiovascular Surgery Elective</td>
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</tr>
<tr>
<td>PHAS 731</td>
<td>Neurosurgery Elective</td>
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<tr>
<td>PHAS 732</td>
<td>Orthopedic Surgery Elective</td>
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<tr>
<td>PHAS 733</td>
<td>Orthopedic Sports Medicine Elective</td>
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</tr>
<tr>
<td>PHAS 734</td>
<td>Orthopedic Spine Surgery Elective</td>
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</tr>
<tr>
<td>PHAS 735</td>
<td>Plastic Surgery Elective</td>
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<tr>
<td>PHAS 736</td>
<td>Urology Elective</td>
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<tr>
<td>PHAS 739</td>
<td>Allergy/Immunology Elective</td>
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<td>PHAS 741</td>
<td>Complementary Medicine Elective</td>
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<td>PHAS 742</td>
<td>Dermatology Elective</td>
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<tr>
<td>PHAS 743</td>
<td>Infertility Elective</td>
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<tr>
<td>PHAS 744</td>
<td>International Elective</td>
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<tr>
<td>PHAS 745</td>
<td>Neonatology Elective</td>
<td>4</td>
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<tr>
<td>PHAS 746</td>
<td>Neurology Elective</td>
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<tr>
<td>PHAS 749</td>
<td>Otolaryngology Elective</td>
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</tr>
<tr>
<td>PHAS 751</td>
<td>Rehabilitative Medicine Elective</td>
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<tr>
<td>PHAS 754</td>
<td>Radiology Elective</td>
<td>4</td>
</tr>
<tr>
<td>PHAS 771</td>
<td>Primary Care Elective</td>
<td>4</td>
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</tbody>
</table>

*This is not an inclusive list of electives. Other specialty areas are available to accommodate student needs.*

Clerkships are scheduled after mutual collaboration and agreement between the student and the Clinical Coordinator. Assignments to clerkship sites are made after careful consideration of the individual student’s educational needs, site availability and the Program’s goal for clinical education. These sites are located throughout the state of Nebraska and are known collectively as the Nebraska Clinical Network. All required clerkships and most elective clerkships will be assigned within the Nebraska Clinical Network. Because of the location of clinical education sites, all applicants accepted into the Program must agree to spend at least three, and up to fifteen months in clerkship sites outside the Omaha and Lincoln metropolitan areas if required to do so by the Program.
f. Estimated Tuition & Related Expenses
Tuition and fees are subject to change, as determined by the University of Nebraska Board of Regents. Questions regarding residency status should be directed to UNMC Student Services.

The current approved tuition and fees charges can be found on the program website at: http://www.unmc.edu/alliedhealth/education/pa/admissions/tuition.html.

g. Program-Specific Policies & Procedures
Physician Assistant program-specific policies and procedures can currently be found in Articles of Agreement: Requirements, Policies, Expectations and Guidelines for The Professional Compact between PA Students and the UNMC PA Program. Please refer to that document for additional policy information.

h. Program Faculty
The faculty of the PA Program is as follows:

Professors
Gerald F. Moore, Professor and Medical Director, B.S. 1968 Nebraska Wesleyan University, M.D. 1971 University of Nebraska Medical Center.

Associate Professor
Michael J. Huckabee, Professor and Program Director, B.A 1980 Northwest Nazarene University, B.S. 1983, MPAS 1997 University of Nebraska Medical Center, PhD 2008 University of Nebraska-Lincoln.

Assistant Professors
Darwin L. Brown, Assistant Professor, B.S. 1981, B.S.(PA) 1986 University of Nebraska Medical Center, MPH, 2004 University of Nebraska at Omaha.

Tamara Dolphens, Assistant Professor, B.S. 2002 University of Nebraska-Lincoln, MPAS 2004 University of Nebraska Medical Center.

Erin Hoffman, Assistant Professor, B.A. 1999 University of Nebraska-Lincoln, MPAS 2002 University of Nebraska Medical Center.

Jill Jensen, Assistant Professor, B.S. 2002, Iowa State University, MPAS 2004, University of Nebraska Medical Center.

Tamara Ritsema, Assistant Professor, B.A. 1989, University of Mighigan, MPH 1993, University of Michigan, 2001 MMS, Emory University.

Cody Sasek, Assistant Professor, B.S. 2006, University of Nebraska Kearney, MPAS 2009, University of Nebraska Medical Center.

Paty Scholting, Assistant Professor, B.S. 2000 Des Moines University of Osteopathic Medicine, MPAS 2012, University of Nebraska Medical Center.

Stephane VanderMeulen, Assistant Professor, MPAS 1994 University of Nebraska Medical Center, B.S. 2007 Wayne State College.
**Inter-service Physician Assistant Program – Fort Sam Houston, Texas**

**THIS SECTION FOR ACTIVE DUTY MILITARY STUDENTS ONLY**

In 1996 the University of Nebraska entered into an agreement with the Armed Force’s newly created Interservice Physician Assistant Program (IPAP) to provide administrative and faculty support services for the primary care physician assistant program operated by the U.S. Armed Forces. Students enrolled in the IPAP receive academic credit from the University of Nebraska Medical Center for course work completed as part of the IPAP.

Students in the IPAP complete 16 months of didactic course work at the Army’s Academy of Health Sciences, located at Fort Sam Houston, Texas. This is followed by 13 months of supervised clinical clerkships at military or affiliated medical facilities.

**Admission Requirements** – Students admitted to the IPAP are selected by the military selection board of their respective service. The IPAP students are then matriculated at the University of Nebraska Medical Center, provided they have previously earned 60 semester hours of transferable college credit.

**Degree Requirements** – Students enrolling from 1996 through 2002 in the Interservice PA Program received a Bachelor of Science degree from the University of Nebraska Medical Center upon completion of the prescribed IPAP course work. Effective January 2003, IPAP students receive a Bachelor of Science degree upon completing Phase I of their training, and receive a Master of Physician Assistant Studies degree upon completing their PA training.

**IPAP Curriculum**

**PHASE ONE. Freshman Semester**

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>IPAP 500</td>
<td>Anatomy and Physiology I</td>
<td>7</td>
</tr>
<tr>
<td>IPAP 502</td>
<td>Biochemistry</td>
<td>3</td>
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<tr>
<td>IPAP 503</td>
<td>Microbiology</td>
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<tr>
<td>IPAP 504</td>
<td>Clinical Laboratory</td>
<td>4</td>
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<tr>
<td>IPAP 506</td>
<td>Med / Law Ethics</td>
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<tr>
<td>IPAP 608</td>
<td>Research Evaluation</td>
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**TOTAL SEMESTER HOURS for FRESHMAN SEMESTER** 23

**PHASE ONE. Sophomore Semester**

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<td>IPAP 501</td>
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<td>IPAP 505</td>
<td>Pathology</td>
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<td>IPAP 602</td>
<td>Pharmacology I</td>
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<td>IPAP 603</td>
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<td>IPAP 606</td>
<td>EKG</td>
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<td>IPAP 611</td>
<td>Endocrinology</td>
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<td>IPAP 623</td>
<td>Military Public Health / Dental</td>
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<td>IPAP 631</td>
<td>Patient Evaluation I</td>
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**TOTAL SEMESTER HOURS for SOPHOMORE SEMESTER** 27
### PHASE ONE. Junior Semester

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<td>IPAP 607</td>
<td>Pulmonary</td>
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<td>IPAP 609</td>
<td>Gastroenterology</td>
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<td>IPAP 610</td>
<td>Cardiology</td>
<td>4</td>
</tr>
<tr>
<td>IPAP 612</td>
<td>Clinical Correlations I</td>
<td>1</td>
</tr>
<tr>
<td>IPAP 614</td>
<td>Pediatrics</td>
<td>3</td>
</tr>
<tr>
<td>IPAP 620</td>
<td>Neurology</td>
<td>2</td>
</tr>
<tr>
<td>IPAP 630</td>
<td>Pharmacology II</td>
<td>4</td>
</tr>
<tr>
<td>IPAP 632</td>
<td>Patient Evaluation II</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for JUNIOR SEMESTER** 24

### PHASE ONE. Senior Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPAP 600</td>
<td>Hematology/Oncology</td>
<td>1</td>
</tr>
<tr>
<td>IPAP 613</td>
<td>Clinical Correlations II</td>
<td>1</td>
</tr>
<tr>
<td>IPAP 615</td>
<td>Surgery</td>
<td>4</td>
</tr>
<tr>
<td>IPAP 616</td>
<td>Dermatology</td>
<td>2</td>
</tr>
<tr>
<td>IPAP 617</td>
<td>Obstetrics/Gynecology</td>
<td>3</td>
</tr>
<tr>
<td>IPAP 618</td>
<td>Emergency Medicine</td>
<td>5</td>
</tr>
<tr>
<td>IPAP 619</td>
<td>Infectious Diseases</td>
<td>3</td>
</tr>
<tr>
<td>IPAP 622</td>
<td>Genitourinary</td>
<td>2</td>
</tr>
<tr>
<td>IPAP 624</td>
<td>PA Professional Issues</td>
<td>1</td>
</tr>
<tr>
<td>IPAP 628</td>
<td>Otolaryngology/Ophthalmology</td>
<td>2</td>
</tr>
<tr>
<td>IPAP 629</td>
<td>Gerontology/Rheumatology</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SENIOR SEMESTER** 26

### PHASE TWO.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPAP 700</td>
<td>Surgery Rotation</td>
<td>5</td>
</tr>
<tr>
<td>IPAP 701</td>
<td>Dermatology Rotation</td>
<td>4</td>
</tr>
<tr>
<td>IPAP 702</td>
<td>Obstetrics/Gynecology Rotation</td>
<td>4</td>
</tr>
<tr>
<td>IPAP 703</td>
<td>Orthopedics Rotation</td>
<td>6</td>
</tr>
<tr>
<td>IPAP 704</td>
<td>Psychiatry Rotation</td>
<td>3</td>
</tr>
<tr>
<td>IPAP 705</td>
<td>Internal Medicine Rotation</td>
<td>6</td>
</tr>
<tr>
<td>IPAP 706</td>
<td>ENT/Allergy Rotation</td>
<td>4</td>
</tr>
<tr>
<td>IPAP 707</td>
<td>Pediatrics Rotation</td>
<td>5</td>
</tr>
<tr>
<td>IPAP 708</td>
<td>Ophthalmology Rotation</td>
<td>2</td>
</tr>
<tr>
<td>IPAP 709</td>
<td>Emergency Medicine Rotation</td>
<td>3</td>
</tr>
<tr>
<td>IPAP 710</td>
<td>Family Practice/Outpatient Medicine Rotation</td>
<td>4</td>
</tr>
<tr>
<td>IPAP 711</td>
<td>Clinical Elective Rotation</td>
<td>4</td>
</tr>
<tr>
<td>IPAP 712</td>
<td>Directed Study</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for PHASE TWO** 52

**TOTAL PHYSICAL THERAPY CURRICULUM** 152

*Faculty* – The faculty of the IPAP are military or civilian personnel who qualify for volunteer faculty appointments in the Division of Physician Assistant Education, College of Allied Health Professions.
12. Radiation Therapy

a. Program Description

The Radiation Therapist is an essential member of the cancer treatment team who is responsible for accurately recording, interpreting and administering the treatment prescribed by radiation oncologists. Monitoring and observing each patient’s clinical progress and emotional needs are part of the therapist’s daily routine. A thorough understanding of the biological effectiveness of radiation and compassion for each individual are characteristics of a good therapist. Additional responsibilities include treatment planning, quality assurance, and patient care and education.

The Radiation Therapy Program at the University of Nebraska Medical Center is a 12-month component of the multi-credentialled Division of Radiation Science Technology Education. It is designed to instruct qualified students in the theory and application of radiation for cancer treatment. The radiation therapy program curriculum follows the recommendations of the American Society of Radiologic Technologists. Upon successful completion of the program, students are awarded a Bachelor of Science degree in Radiation Science Technology, or a Post-Baccalaureate Professional Certificate in Radiation Therapy, and are eligible to apply to sit for the American Registry of Radiologic Technologists certification exam.

b. Accreditation

The Radiation Therapy Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). For more information on the JRCERT, please use the contact information below:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850 Phone: 312.704.5300
Chicago, IL  60606-3182 Website: www.jrcert.org

c. Admission Requirements

Applicants to the Radiation Therapy Program must:

- Graduate from an accredited Radiography program (students who are in their final months of study are eligible to apply);
- Be ARRT(R) certified, registered and in good standing with the ARRT (proof of registration and good standing may be required);
- Present a prerequisite GPA of at least 2.5 on a 4.0 scale (no grades lower than C- will transfer to UNMC for credit); and
- Successfully complete a minimum of 21 semester hours at an accredited college or university including the following coursework:
  - Language/Social Science – 9 semester credit hours
    - English Composition required
    - Oral Communication required
    - Coursework used to meet this requirement may include but is not limited to literature, composition, communication, speech, foreign language, philosophy, psychology, sociology, art, history, religion.
  - Mathematics – 3 semester credit hours
    - College Algebra, Statistics, or higher mathematics
  - Natural Sciences – 9 semester credit hours
    - College Physics required
    - Human Anatomy & Physiology or biology required
    - Coursework used to meet this requirement may include but is not limited to anatomy, physiology, biology, chemistry, physics, or earth sciences.
d. Degree Requirements

Required courses, totaling 40 semester hours, are completed as part of a 12-month curriculum. All required courses must be completed with a minimum passing grade of 70% unless specified otherwise in the syllabus to meet graduation requirements. A minimum total of 120 semester credit hours is required for the Bachelor of Science in Radiation Sciences Technology degree, and completion of the 40 semester hours in radiation therapy for the Post-Baccalaureate Professional Certificate.

e. Curriculum

Fall Semester (First Semester)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 436/636T</td>
<td>Applied Radiation Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 405/605T</td>
<td>Orientation to Radiation Therapy</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 408/608T</td>
<td>Radiation Therapy Physics</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 414/614T</td>
<td>Sectional Anatomy &amp; Pathology I</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 424/624T</td>
<td>Clinical Oncology I</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 428/628T</td>
<td>Principles and Practice of Radiation Therapy</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 430/630T</td>
<td>Patient Care</td>
<td>1</td>
</tr>
<tr>
<td>CAHP 423/723</td>
<td>Principles of Critical Inquiry</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER HOURS for FALL SEMESTER 15

Spring Semester (Second Semester)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 415/615T</td>
<td>Sectional Anatomy &amp; Pathology II</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 425/625T</td>
<td>Clinical Oncology II</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 435/635T</td>
<td>Treatment Planning &amp; Delivery</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 438/638N</td>
<td>Advanced Radiation Biology</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 439/639T</td>
<td>Applied Radiation Therapy II</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER HOURS for SPRING SEMESTER 13

Summer Semester (Third Semester)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 442/642T</td>
<td>Professional Projects</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 443/643T</td>
<td>Applied Radiation Therapy III</td>
<td>5</td>
</tr>
<tr>
<td>RSTE 444/644T</td>
<td>Operational Issues in Oncology</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 445/645T</td>
<td>Comprehensive Seminar and Board Review</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER HOURS for SUMMER SEMESTER 12

TOTAL RADIATION THERAPY CURRICULUM 40

f. Estimated Tuition & Related Expenses

Tuition and fees are subject to change, as determined by the University of Nebraska Board of Regents. Questions regarding residency status should be directed to UNMC Student Services.

The current approved tuition and fees charges can be found on the program website at:

g. Program-Specific Policies & Procedures

All Radiation Therapy students will be required to sign the Student Responsibility Statement located on the following page:
College of Allied Health Professions
Division of Radiation Science Technology Education (RSTE)
Student Responsibility Statement

As a student in the Division of Radiation Science Technology Education (RSTE), it is your responsibility to read this Radiation Therapy Program-specific Policies & Procedures section. You are also required to read the rest of this CAHP Student Handbook and the UNMC Student Handbook (http://www.unmc.edu/studentservices/documents/handbook.pdf), and are expected to abide by all regulations contained in them.

Your signature below confirms you have read and understand the Radiation Therapy policies and procedures, the College of Allied Health Professions Student Handbook, and the University of Nebraska Medical Center Student Handbook and that you agree to conditions stated in each of these documents.

__________________________________________  __________________________
Student Signature                                      Date

__________________________________________  __________________________
Program Director Signature                          Date
Supervision of Students

Clinical Supervision of Students: All Radiation Therapy students must have adequate and proper supervision during all clinical assignments as specified by individual institutional, program, and accreditation policies. The following policies and procedures apply to UNMC clinical assignments for students, technologists/therapists, and evaluators.

Supervision of Radiation Therapy Students: Direct supervision of radiation therapy students is provided by a qualified practitioner who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is present during the procedure, and reviews and approves the procedure.

Procedure:

1. A certified radiation therapist is responsible for determining the degree of student participation in procedures using external beam equipment, simulator, and brachytherapy radioactive sources and provides direct supervision throughout the procedure.
2. A dosimetrist and/or physicist are responsible for determining the degree of student participation in dosimetry procedures and provide direct supervision throughout the procedure.
3. A staff radiation therapist, nurse, or radiation oncologist is responsible for determining the degree of student participation in consult, physical examination, patient care, and follow-up procedures and provides direct supervision throughout the procedure.

Procedure for Clinical Evaluations

1. Clinical evaluations include the three domains of learning: cognitive (knowledge), affective (professional behaviors), and psychomotor (technical skills).
   a. The student will receive a minimum of two evaluations for affective, psychomotor, and cognitive areas in the program before the midpoint of the clinical component of the program. Any ongoing issues will be identified immediately, discussed, and verbal counseling will be documented.
2. Students who perform at a non-acceptable level as defined by the program, in any of the three domains, may be placed on academic probation.
   a. Students will be notified of the nature of the problem and discuss ways to improve.
   b. The length of the probationary period will be clearly defined on an individual basis.
   c. At a defined time the student will receive another evaluation. If improvement is not demonstrated, the student will be removed from clinic and a failing grade can be issued for the clinical course. A committee of program directors in the division will assess and determine if dismissal from the program will be recommended.
   d. If improvement is shown the student may either be removed from probation or probation may be continued for a defined time.
   e. If the behavior is noted again at any time during the remainder of the program, the student will immediately receive a failing grade for the course and be recommended for dismissal.

Student Grievance

Purpose: The RSTE Division strives to promote an educational environment that values fair and equitable treatment among students, faculty, and staff. Despite this goal, differences among individuals may occasionally lead to conflicting circumstances that require a process for resolution to take place. The purpose of the Student Grievance Policy is to provide a framework to effectively resolve any justified complaint or grievance without retaliation.
Examples or Types of Grievances (but not limited to):

- Acts or threats of intimidation
- Acts or threats of physical aggression
- Acts of bias or unfair treatment by a fellow student, faculty or staff member which adversely effects the learning process
- Violation of student rights and responsibilities

Procedure:

1. **Informal Process** - Ideally, grievances can be resolved informally among the parties involved. Therefore, before a formal grievance process takes place, the student is encouraged to meet with the individual whose behavior warranted the grievance. If this action is not feasible, the student should contact the program director for possible resolution. A final option for informal resolution is to utilize an Ombudsperson. The Ombudsperson identified for students on the UNMC campus is located in the Student Counseling Department. The informal meeting must take place within two weeks of the occurrence that caused the grievance.

2. **Formal Process** - If the student is not satisfied with the results of the informal process, or an informal resolution is not possible then he/she should initiate the formal process within 30 days of the occurrence.
   a. A formal statement of the grievance must be presented in writing to the RSTE Division Associate Director within the timeframe specified. (If the Associate Director is the individual involved, then the formal statement should be submitted to the Dean of the College of Allied Health Professions). The formal statement must include the following items:
      - Full name, address, and telephone number of the person(s) making the charge;
      - Full name of each person being charged, location of employment, and work telephone number;
      - A concise and factual description of the specific incident(s) surrounding the grievance violation (the description should include a timeline of events);
      - A proposed resolution
   b. The Associate Director (or Dean, if applicable) will review the facts surrounding the grievance. If there is justified evidence that a grievance exists, then the grievance will be forwarded to the CAHP Student Grievance Committee.
   c. Within two weeks after receiving the alleged grievance, the committee members will review the statement, convene to discuss the issues at hand, hear testimony, and consider all other facts pertaining to the grievance.
   d. Both parties will have the right to present testimony, evidence, and witnesses. Each party shall have the right to seek legal counsel in the preparation of statements concerning the grievance; however, they may not be represented by counsel in discussions with the committee. Each party shall have the right to hear all testimony surrounding the grievance. The hearing will be closed to the public.
   e. In all proceedings where the complaint touches upon questions of policies, rules and regulations, the CAHP Student Grievance Committee shall be guided by written policies, rules and regulations. The committee will make a decision on the grievance charge after reviewing all facts, testimony, and documentation. The committee’s decision or resolution will be made within two weeks following the hearing. Both parties involved will be notified of the decision in writing. A summary record of the proceedings will be maintained in a confidential file.

The student may appeal the decision of the CAHP Student Grievance Committee, to the Office of the Dean. The Dean will review all documents surrounding the grievance, and make a decision within two weeks of receiving the appeal. Both parties involved will be notified of the decision in writing. The decision by the Dean will be final.
Clinical Compliance

Accidents/Incidents: As general policy, RSTE students will comply with the policies and procedures with the clinical site at which they are assigned. It is the policy that there be written reports of all unusual incidents/accidents.

An incident is an unusual occurrence which is not consistent with the routine operation of the institution or clinical rotation which may or did cause harm, involves possible negligence, requires some immediate consideration or action by a supervisor.

A student enrolled in a program in the Division of Radiation Science Technology Education is expected to provide prompt, complete and accurate written documentation of the details related to any accidents/incidents, thus enabling corrective actions and/or programs for prevention. The program adheres to the Infection Control Policy for University Hospitals and Clinics. Students with signs and symptoms of an infectious process should report immediately to the program director for appropriate referral.

All accidents/incidents must immediately be reported to the clinical supervisor or immediate person in charge. Proper report forms must be completed.

Equipment Use and Operation: The professions in Radiation Science Technology employ the use of highly specialized equipment. Any equipment failure or equipment that is not in proper working order must be reported immediately to the clinical supervisor. Do not place any calls to equipment representatives. Do not attempt to repair.

Magnetic Resonance (MR) Safety Policy: Students entering an MR room must adhere to all MR safety policies and procedures. The magnetic field is always on and unsecured magnetically susceptible materials can cause injury or damage. Upon matriculation into the program, students will be educated on safety by reading the American Society of Radiologic Technologists- Magnetic Resonance Safety materials and complete the RSTE-MR Environment Screening Form for Individuals. These documents are found in the Blackboard Management System in the Orientation course. The completed screening form will be kept in the student's records and any questions regarding the screening process will be communicated with a certified and registered MR technologist prior to students rotating into the MR room.

Blood Borne Pathogens Exposure Plan for Students: Campus Blood Borne Pathogen Exposure (on and off campus): Students must call the Medical Communication Center at 402-559-6824 or the OUCH pager at 402-888-6824 (24 hours a day, 7 days a week) ASAP and report to the nearest emergency room for appropriate blood borne pathogen procedures. On the next work day, please call the Student Health office at 402-559-5158 with information regarding your ED visit.

Radiation Protection
It is each student’s responsibility to adhere to the following guidance for radiation protection:

1. Students must practice safe radiation and protection criteria and practice the principles of ALARA at all times. These are found in the UNMC Radiation Safety Manual available online at www.unmc.edu/CRSO.

2. The principles of decreased time and increased distance and shielding shall be employed when working with radiation.

3. The spread of any accidental contamination from radioactive materials will be decreased by frequent personnel monitoring and hand washing.

4. Radiopharmaceuticals must be kept in lead shields until placed in a syringe shield for injection into the patient (Nuclear Medicine Technology).

5. Radiation exposure is measured by personnel monitoring device and finger TLD rings, (Radiation Therapy, Nuclear Medicine Technology and CVIT); therefore, they must be worn at all times within the department. Personnel monitoring devices are to be worn at the collar, and finger TLD rings on the dominant hand. It is the student’s responsibility to exchange badges and rings on a quarterly basis with person designated by the RSO for each program.
6. If your personnel monitoring device or finger TLD ring is lost or left where it can be exposed unknowingly, contact the respective program director immediately.

7. In accordance with the philosophy of keeping exposures ALARA (As Low As Reasonably Achievable), the Radiation Safety Office has established levels at which the dosimetry company will provide immediate notification of a higher than normal reading. These notification levels are presently as follows:

<table>
<thead>
<tr>
<th>Dose Type</th>
<th>Evaluation Level</th>
<th>Investigation Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDE (whole body)</td>
<td>300 mrem</td>
<td>600 mrem</td>
</tr>
<tr>
<td>LDE (lens of eye)</td>
<td>900 mrem</td>
<td>1500 mrem</td>
</tr>
<tr>
<td>SDE (skin or extremity)</td>
<td>900 mrem</td>
<td>2000 mrem</td>
</tr>
<tr>
<td>Declared Pregnant Woman</td>
<td>40 mrem</td>
<td>50 mrem</td>
</tr>
</tbody>
</table>

ALARA DOSE LIMITS (PER MONITORING PERIOD)
Any doses above the ALARA Evaluation Level require that the Radiation Safety Officer review the circumstances pertaining to this dose and determine if additional actions need to be taken or if further investigation is required. An investigation requires that the Radiation Safety Officer investigate the cause of the dose and steps that may be required to prevent this dose level in the future with consideration of cost and scientific impact. All doses above the ALARA action levels will be reported to the Radiation Safety Committee.

The Radiation Safety Committee may alter these values based on regulatory or departmental concerns. When an individual exceeds any one of these levels, a follow-up survey may be conducted to determine if a reduction in dose can be reasonably achieved.

For further information regarding personnel monitoring of ionizing radiation, refer to the UNMC Radiation Safety Manual (http://www.unmc.edu/CRSO/) or contact the Radiation Safety Office.

Students are responsible for bioassays for the presence of I-125 or I-131 in the thyroid at appropriate times during their clinical experiences (Nuclear Medicine Technology).

If a student becomes pregnant, she is encouraged to voluntarily consult with the program director concerning the most appropriate procedure to assure that exposure to the fetus is less than 0.5 rem (refer to Pregnancy Policy below).

Pregnancy
The pregnancy policy is a voluntary program intended to provide safety for pregnant students and their fetus who are considered occupationally exposed to ionizing radiation. In the event of a suspected or confirmed pregnancy, it is the responsibility of the student to advise her program director in writing of her condition. Pregnancy will not affect the student’s enrollment in the academic courses in the program. However, due to the physical requirements placed upon the student in the clinical courses and assignments, and in order to comply with 180 NAC 004.13 (10 CFR Part 20.1208) to keep the radiation exposure to the fetus as low as reasonably achievable (no more than 500 mrem during the entire gestation period), the following procedures will apply:

1. The student may voluntarily report suspected or confirmed pregnancy to the program director. At that time the UNMC/Nebraska Medicine policies and procedures and the RSTE Student Policies and Procedures Manual pregnancy policy will be reviewed with the student. Once the student has elected to declare suspected or confirmed pregnancy, the student should:

2. Complete the form “UNIVERSITY of NEBRASKA MEDICAL CENTER DECLARATION OF PREGNANCY” and forward it to the Radiation Safety Office. (See form to follow.)

3. The Radiation Safety Office will determine the estimated radiation dose from time of conception to the date of declaration based on dosimetry records and calculate the permissible remaining dose to the embryo/fetus for the remainder of the pregnancy. (See form to follow.)
4. Upon review of the findings and recommendations of the Radiation Safety Officer or Medical Radiation Physicist, clinical assignments will be reviewed. Clinical assignments will only be altered if the fetus received the maximum permissible dose as stated by 180 NAC 004.13 (10 CFR Part 20.1208). Any clinical competencies not completed for reasons related to pregnancy must be successfully completed prior to graduation.

5. Provide the program director with written indication of intent to:
   a. continue in the program, or
   b. take a medical leave of absence with intent to complete the program (form available from CAHP Academic & Student Affairs), or
   c. withdraw from the program (form available from CAHP Academic and Student Affairs).

6. The student should provide the program director with written consent from her physician providing medical advice for:
   a. continuing in the program as a full-time student, and/or
   b. any limitations placed upon the student while enrolled in the program.

7. A student may also voluntarily withdraw their declaration of pregnancy at any time in writing. (See form on following pages.)
**UNIVERSITY OF NEBRASKA MEDICAL CENTER**  
**DECLARATION OF PREGNANCY**

<table>
<thead>
<tr>
<th><strong>Name of Individual:</strong></th>
<th></th>
<th><strong>Date of Conception (month/year):</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>By providing this information to the Radiation Safety Officer, in writing, I am declaring myself to be pregnant as of the date shown above. Under the provisions of 180 NAC 004.13 (10 CFR Part 20.1208), I understand that my exposure will not be allowed to exceed 5 mSv (500 mrem) during my entire pregnancy, from occupational exposure to radiation. I understand that this limit includes exposure I have already received. If my estimated exposure since the above date of conception has already exceeded 4.5 mSv (450 mrem), I understand that I will be limited to no more than 0.5 mSv (50 mrem) for the remainder of my pregnancy. If I should find out that I am not pregnant, or if my pregnancy is terminated, I will inform my immediate supervisor as soon as practical.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Signature of Individual:</strong> Date:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Department: Zip Code: Extension:</td>
<td><strong>Signature of Immediate Supervisor:</strong> Date:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name &amp; Title of Immediate Supervisor:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RECEIPT OF DECLARATION OF PREGNANCY**

<table>
<thead>
<tr>
<th><strong>Name of Supervisor:</strong></th>
<th></th>
<th><strong>Name of Declared Pregnant Worker:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>I have received notification from the above named woman that she is pregnant. I am enclosing a copy of Nuclear Regulatory Commission Regulatory Guide 8.13, Revision 3 “Instruction Concerning Prenatal Radiation Exposure.” I have evaluated her prior exposure and established appropriate limits to control the dose to the developing embryo/fetus in accordance with limits in 180 NAC 004.13 (10 CFR Part 20.1208). She should avoid substantial exposure variations and try to maintain a uniform monthly exposure (i.e. 50mrem/month).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>The dose to the embryo/fetus during the entire pregnancy is limited to:</strong> 500 mRem</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Estimated dose from time of conception to date of declaration:</strong> ____ mRem</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Remaining dose to embryo/fetus for the remainder of pregnancy:</strong> ____ mRem</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Signature of Radiation Safety Officer:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Date Signed:</strong></td>
<td></td>
</tr>
</tbody>
</table>
### WITHDRAWAL OF PREGNANCY DECLARATION FORM

<table>
<thead>
<tr>
<th>Name of Individual:</th>
<th>Date:</th>
</tr>
</thead>
</table>

*I am withdrawing my previous declaration of pregnancy in writing. I understand that by submitting this form I agree to the lifting of any previous work restrictions imposed on me as a result of my pregnancy, and to the removal of additional dosimeters.*

*I also understand that it is my sole responsibility to give this written notification to the appropriate RSTE division personnel and/or my immediate supervisor.*

<table>
<thead>
<tr>
<th>Signature of Individual:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td></td>
<td>Extension:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Immediate Supervisor:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; Title of Immediate Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

### RECEIPT OF WITHDRAWAL OF DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Supervisor:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Student Submitting the Withdrawal of Pregnancy Declaration Form:</th>
</tr>
</thead>
</table>

*I have received notification from the above named woman that she is withdrawing her declaration of pregnancy. Fetal monitoring will be discontinued and she is free to return to all previous duties and assignments.*

<table>
<thead>
<tr>
<th>Signature of Radiation Safety Officer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Signed:</td>
</tr>
</tbody>
</table>
RSTE Dress Code Policy
All students will dress in a professional manner, appropriate for the situation and according to the following guidelines:

1. Grand Island and Kearney RSTE students will wear pewter colored scrubs with or without a pewter or white lab jacket. All other RSTE students will wear navy scrubs with or without a navy or white lab jacket.

2. The uniform top will have the UNMC/Nebraska Medicine logo patch sewn on upper left chest. All uniforms should be purchased from the UNMC bookstore.

3. A solid white or gray shirt may be worn under the scrub top and must be tucked into the scrub pant.

4. Pant hemlines should not touch or drag on the ground.

5. Simple jewelry may be worn with the uniform, i.e., small earrings, wedding rings, and watches.
   a. Visible piercings and transdermal implants must be removed or covered except ear piercings.
   b. Ear gauges must be plugged with flesh colored plugs while in clinic.
   c. Earrings must be small and not touching the neck.
   d. Bandanas are not permitted.

6. Visible tattoos that are larger than 2” x 2” or clearly offensive, including but not limited to anything hateful, violent, profane and/or containing nudity, must be completely covered.

7. Flat, enclosed-toe, neutral colored shoes are acceptable. Socks must be worn at all times.

8. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating.
   a. Students are to wear from home their uniform or proper street clothing and then change into clean scrubs after they arrive at the hospital/clinic. At the end of the shift, the students are to change back into their uniform or proper street clothing.
   b. All scrub clothing provided by the hospital/clinic may not be removed from the property. Scrubs must not be worn outside of the hospital/clinic buildings.

9. Proper UNMC photo ID and personnel monitoring devices must be worn at all times. The ID must be visible at all times to identify student status.

Students are held responsible for their appearance and will be dismissed from clinic if inappropriately attired, groomed, or adorned per faculty standards. (Ex: artificial fingernails are not allowed, hair worn longer than shoulder length must be pulled back, etc.). If a student is sent home from clinic due to a dress code violation, the amount of time missed from clinic will be deducted from the student comp time allotment.

Use of Technology
1. Personal phone calls during clinic hours must be kept to a minimum.

2. No personal long distance calls are permitted on department telephones.

3. Cell phone use is not permitted in clinic or in class.

4. Computer use is permitted for the purpose of academic endeavors only with supervisor approval.
Student Leave Time

Personal Time
Students enrolled in the Division of RSTE are given 16 hours of leave time for personal affairs each semester. It is intended to provide necessary time for planned or unplanned events without jeopardizing the student’s attendance record. Regarding the use of student leave time, the following guidelines must be followed:

1. Unused time allotted is not transferrable to a successive semester.
2. Allotted hours may be used for such things as illness, funerals, medical and dental appointments, job interviews, or vacations.
3. All leave time for reasons other than illness must have prior approval of the program director.
4. Students taking more than the allotted number of hours will be required to make up the time according to the discretion of the program director.
5. Unauthorized absenteeism may result in disciplinary actions.
6. A student may be required to furnish satisfactory medical proof of illness, disability or dental work.
7. Students must contact the person in charge of the assigned clinical area and/or the program director 30 minutes prior to time assigned for arrival if they are unable to attend the scheduled day unless directed otherwise by their program director.
8. It is recommended that suspected and confirmed pregnancy be reported to the program director. Time lost due to pregnancy must be made up according to the decision of the program director based on the Radiation Protection and Pregnancy Policies contained in this document.
9. Full time students may request up to 5 days of funeral/bereavement leave in the event of a death of an immediate family member. Documentation may need to be provided upon request.
10. Students may voluntarily choose to spend additional authorized time participating in clinic procedures over and above their scheduled hours as long as the student continues to perform in the student capacity, including direct supervision and holding only student clinical responsibilities. No compensation time will be awarded.

Personal time for professional meetings:
The RSTE Division supports participation in professional organizations relevant to the student’s professional growth and development. Therefore, students may qualify for time for documented attendance and involvement in these activities. See program director for more information.

Student Employment Guidelines
Opportunities for student employment may exist in the clinic departments and may be initiated and/or discontinued as dictated by manpower needs.

1. Students may not take the place of regular staff in the clinical areas to which they are assigned. It is appropriate, however, for students to assume the responsibility for performing defined activities and tasks, with adequate direction and supervision, after demonstration of clinical competencies.
2. Students may be employed in a clinical setting outside regular educational hours, provided this work does not interfere with their academic responsibilities. In addition, student employment in the clinical setting is non-compulsory and is subject to standard employee policies.

Personal Property
UNMC, the Department of Radiology or Radiation Oncology or your respective programs are not responsible for your valuable possessions. All valuables and money should be monitored closely by each individual.
Policy for Authorship of Student/Scientific Papers and/or Presentations
It is a tradition and common accepted practice amongst academic institutions that scientific papers and posters submitted for consideration of publication or presentation include as an author the student’s advisor, program director, professor, department chairperson, or any other similar individual that had a direct relationship to the student and the material being presented.

Dean’s List Policy
The Dean of the College of Allied Health Professions (CAHP) will recognize student’s outstanding academic achievement for full-time study by placing students on the Dean’s List each semester. Criteria for the Dean’s List are as follows:

1. Only degree-seeking undergraduate students enrolled in the College of Allied Health Professions for twelve or more hours any one semester are eligible for the Dean's List.
2. The UNMC grade point average for the semester must be 3.75 or above.
3. Eligible candidates are identified by CAHP Academic and Student Affairs and verified with each program director.
4. Students are notified by letter from the Assistant Dean for Academic and Student Affairs.
5. A list of students to be recognized will be sent to Academic Records by CAHP Academic and Student Affairs for inclusion on the students’ permanent record, and to the UNMC Department of Public Relations Office.

Inclement Weather Policy
Official cancellations of clinical assignments and/or RSTE classes at UNMC due to inclement weather will be concurrent with that announced on the radio and TV for UNO. In the event of cancellation during the day because of weather, students will be notified by their program director. In situations other than official UNO closings, students electing not to travel due to inclement weather conditions must contact their program director (or designee) and time will be deducted from their personal leave bank. Students that are at distance education sites will follow local community college or university cancellations.

Program Faculty
The faculty of the Radiation Therapy Program is as follows:

Medical Advisor
Charles A. Enke, Courtesy Professor, B.S. 1981 Loras College, M.D. 1985 University of Iowa.

RSTE Division Director
James B. Temme, Associate Professor, B.S. 1974 University of Nebraska Medical Center, M.P.A. 1984 University of Nebraska at Omaha.

Program Director
Lisa A. Bartenhagen, Associate Professor, B.S. 1990 University of Nebraska at Lincoln, B.S. 1993 University of Nebraska Medical Center, M.S. 2005 Midwestern State University.

Clinical Education Coordinator
Jana Koth, Assistant Professor and Clinical Education Coordinator, B.S. 1998 University of Nebraska Medical Center, MPH 2012 University of Nebraska Medical Center.

Faculty – Assistant Professors
Iman M. Ahmad, Assistant Professor, B.Sc 1989 Kuwait University, Ph.D. 2003 University of Iowa.

Tanya Custer, Assistant Professor, B.S. 1995 University of Nebraska Medical Center, M.S. 2009 University of Nebraska Lincoln.
13. Radiography

a. Program Description

Radiography (RT) is the use of ionizing radiation to produce detailed diagnostic images of the human body. The radiographer must have a solid foundation in anatomy, physics, biology, and the professional and technical disciplines related to radiologic science. The quality of the radiographs is dependent upon the mature judgment, knowledge and skill of the radiographer who assists the Radiologist (a physician specially trained in radiology to diagnose disease and injury) by operating complex, highly technical equipment safely and efficiently.

The UNMC Radiography Program is offered as a primary certification modality within the Division of Radiation Sciences Technology Education (RSTE). The 21 month program consists of lecture, demonstration, laboratory, and clinical instruction. A comprehensive knowledge base and clinical competencies are achieved through a plan of study that focuses on increasing proficiency under the supervision of quality faculty and staff.

Upon successful completion of the 21 month professional program, students are awarded a Bachelor of Science degree in Radiation Science Technology, and are eligible to take the national examination for certification in Radiography by the American Registry of Radiologic Technologists. Students having completed the Radiography Program may also apply for an additional year of study in a second certification radiation science program at UNMC and earn their Post-Baccalaureate Professional Certificate.

b. Accreditation

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). For more information on the JRCERT, please use the contact information below:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL  60606-3182
Phone: 312.704.5300
Email: mail@jrcert.org
Website: www.jrcert.org

A. Admission Requirements

Applicants to the Radiography Program must:

- Present a prerequisite GPA of at least 2.5 on a 4.0 scale (no grades lower than C- will transfer to UNMC for credit); and
- Successfully complete a minimum of **50 semester hours** at an accredited college or university including the following coursework:
  - English Composition 6 semester credit hours
  - College Algebra 3 semester credit hours
  - Statistics 3 semester credit hours
  - Chemistry with lab 4 semester credit hours
  - Human Anatomy & Physiology 4 semester credit hours
  - General Physics 4 semester credit hours
  - Medical Terminology 2 semester credit hours
  - Speech / Oral Communications / Public Speaking 3 semester credit hours
  - Humanities or Social Sciences (Psychology and Sociology recommended) 6 semester credit hours
d. Degree Requirements

Students must successfully complete each course within the radiography curriculum in order to be considered for the Bachelor of Science degree in Radiation Sciences Technology. A minimum total of 120 semester credit hours are required for the Bachelor of Science degree in Radiation Sciences Technology (a minimum of 50 semester credit hours of specific prerequisite coursework and approximately 72 semester credit hours in the Radiography Program).

e. Curriculum

All required didactic and clinical courses must be completed with a minimum letter grade of C- or better to meet requirements for graduation from the program. The 21 month program consists of lecture, demonstration, laboratory, and clinical instruction.

**Fall Semester (First Semester)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 250</td>
<td>Principles of Care of Hospitalized Patient</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 312R</td>
<td>Radiographic Technology I</td>
<td>4</td>
</tr>
<tr>
<td>RSTE 315R</td>
<td>Applied Radiographic Technology I</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 352R</td>
<td>Human Physiology I</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 402R</td>
<td>Introduction to Radiation Physics</td>
<td>3</td>
</tr>
<tr>
<td>CAHP 426</td>
<td>Health Care Ethics and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>CAHP 445</td>
<td>Clinically Orientated Human Anatomy I</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for FALL SEMESTER**

19

**Spring Semester (Second Semester)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 308R</td>
<td>Introduction to Radiation Science Technology</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 313R</td>
<td>Radiographic Technology II</td>
<td>4</td>
</tr>
<tr>
<td>RSTE 316R</td>
<td>Applied Radiographic Technology II</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 353R</td>
<td>Human Physiology II</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 390R</td>
<td>Digital Imaging and PACS</td>
<td>2</td>
</tr>
<tr>
<td>CAHP 446</td>
<td>Clinically Orientated Human Anatomy II</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SPRING SEMESTER**

15

**Summer Semester (Third Semester)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 323R</td>
<td>Applied Radiographic Technology III</td>
<td>5</td>
</tr>
<tr>
<td>RSTE 413R</td>
<td>Radiologic Contrast Agents</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 461R</td>
<td>CT Physics</td>
<td>1</td>
</tr>
<tr>
<td>CAHP 415</td>
<td>Communication and Cultural Competency</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SUMMER SEMESTER**

9

**Fall Semester (Fourth Semester)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 311</td>
<td>Pathophysiology</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 305R</td>
<td>Special Projects I</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 350R</td>
<td>Radiographic Pathology</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 404R</td>
<td>Applied Radiographic Technology IV</td>
<td>4</td>
</tr>
<tr>
<td>RSTE 414R</td>
<td>Health Physics</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 460R</td>
<td>CT Protocols and Cross Sectional Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>CAHP 423</td>
<td>Principles of Critical Inquiry</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for FALL SEMESTER**

14

**Spring Semester (Fifth Semester)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 331</td>
<td>Pathophysiology</td>
<td>2</td>
</tr>
<tr>
<td>NRSG 332</td>
<td>Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>RSTE 306R</td>
<td>Special Projects II</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 355</td>
<td>Radiographic Pathology II</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 407R</td>
<td>Radiographic Imaging Seminars</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 408R</td>
<td>Applied Radiographic Technology V</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SPRING SEMESTER**

15

**TOTAL RADIOGRAPHY CURRICULUM**

72
f. **Estimated Tuition & Related Expenses**

   Tuition and fees are subject to change, as determined by the University of Nebraska Board of Regents. Questions regarding residency status should be directed to UNMC Student Services.

   The current approved tuition and fees charges can be found on the program website at: [http://www.unmc.edu/alliedhealth/education/rt/admission/tuition.html](http://www.unmc.edu/alliedhealth/education/rt/admission/tuition.html).

g. **Program-Specific Policies & Procedures**

   All Radiography students will be required to sign the *Student Responsibility Statement* located on the following page:
College of Allied Health Professions  
Division of Radiation Science Technology Education (RSTE)  
Student Responsibility Statement

As a student in the Division of Radiation Science Technology Education (RSTE), it is your responsibility to read this Radiography Program-specific Policies & Procedures section. You are also required to read the rest of this CAHP Student Handbook and the UNMC Student Handbook (http://www.unmc.edu/studentservices/_documents/handbook.pdf), and are expected to abide by all regulations contained in them.

Your signature below confirms you have read and understand the Radiography Program-specific policies and procedures, the Radiation Science Technology Education policies and procedures, the College of Allied Health Professions Student Handbook, and the University of Nebraska Medical Center Student Handbook and that you agree to conditions stated in each of these documents.

Student Signature ____________________________ Date ____________________________

Program Director Signature ____________________________ Date ____________________________
**Supervision of Students**

**Clinical Supervision of Students:** All RSTE students must have adequate and proper supervision during all clinical assignments as specified by individual institutional, program, and accreditation policies. The following policies and procedures apply to UNMC clinical assignments for students, technologists, and evaluators. The Radiography student will function under direct supervision until the level of competency has been established. Once competency has been established, the student will function under indirect supervision. The following conditions constitute direct supervision.

**Radiography Procedure:**

1. A certified and registered staff radiographer reviews the request for the radiographic examination; (A) to determine the capability of the student to perform the examination with reasonable success; or (B) to determine if the condition of the patient contraindicates performance of the exam by the student.

2. If either of the above determinations is questionable or negative, the staff radiographer should assist the student with the procedure in the radiographic room; otherwise, the radiographer’s presence is acceptable.

3. The staff radiographer checks and approves the radiographs prior to the dismissal of the patient. A radiologist or a qualified radiology resident’s judgment may supersede this provision.

4. Once a competency is established, a student should be under the supervision of a staff radiographer on the premises in the vicinity of the radiographic area and available for immediate assistance to the student.

**Radiography Repeat Examinations Procedure:** Exams performed by students that should be repeated must be directly supervised by the technologist, regardless of the student’s competency level. In addition, the student is required to document and report the repeat exam via the online recording keeping system, called Trajecsys. In the documentation, the student must report the exam repeated, the name of the technologist that supervised and assisted in the repeat exam, and the corrective action taken.

**Students Holding for Procedures:** Students must not hold image receptors during any radiographic procedure. Student should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care. Whenever a student holds a patient, it must be documented. Exams performed in which a student holds the patient must be documented in Trajecsys, the online record keeping system, by the supervising technologist.

**Procedure for Clinical Evaluations**

**Clinical Performance Evaluations:**

- The evaluation will assess the three domains of learning: cognitive (knowledge), affective (professional behaviors), and psychomotor (technical skills).
- The student will receive a minimum of two evaluations for affective, psychomotor, and cognitive areas in the program before the midpoint of the clinical component of the program and a minimum of one per semester.
- Clinical instructor and staff feedback will be used in the evaluation process.

**Academic Probation:**

Students who perform at a non-acceptable level as defined by the program, in any of the three domains, may be placed on academic probation.

- Students will be notified of the nature of the problem and discuss ways to improve.
- The length of the probationary period will be clearly defined on an individual basis.
- At a defined time the student will receive another evaluation. If improvement is not demonstrated, the student will be removed from clinic and a failing grade can be issued for the clinical course. A committee of program directors in the division will assess and determine if dismissal from the program will be recommended.
d. If improvement is shown the student may either be removed from probation or probation may
be continued for a defined time.
e. If the behavior is noted again at any time during the remainder of the program, the student will
immediately receive a failing grade for the course and be recommended for dismissal.

Student Grievance

Purpose: The RSTE Division strives to promote an educational environment that values fair and equitable
treatment among students, faculty, and staff. Despite this goal, differences among individuals may
occasionally lead to conflicting circumstances that require a process for resolution to take place. The
purpose of the Student Grievance Policy is to provide a framework to effectively resolve any justified
complaint or grievance without retaliation.

Examples or Types of Grievances (but not limited to):
- Acts or threats of intimidation
- Acts or threats of physical aggression
- Acts of bias or unfair treatment by a fellow student, faculty or staff member which adversely
effects the learning process
- Violation of student rights and responsibilities

Procedure:

1. Informal Process - Ideally, grievances can be resolved informally among the parties involved.
   Therefore, before a formal grievance process takes place, the student is encouraged to meet
   with the individual whose behavior warranted the grievance. If this action is not feasible, the
   student should contact the program director for possible resolution. A final option for informal
   resolution is to utilize an Ombudsperson. The Ombudsperson identified for students on the
   UNMC campus is located in the Student Counseling Department. The informal meeting must
   take place within two weeks of the occurrence that caused the grievance.

2. Formal Process - If the student is not satisfied with the results of the informal process, or an
   informal resolution is not possible then he/she should initiate the formal process within 30 days
   of the occurrence.
   a. A formal statement of the grievance must be presented in writing to the RSTE Division
      Associate Director within the timeframe specified. (If the Associate Director is the individual
      involved, then the formal statement should be submitted to the Dean of the College of
      Allied Health Professions). The formal statement must include the following items:
      - Full name, address, and telephone number of the person(s) making the charge;
      - Full name of each person being charged, location of employment, and work telephone
        number;
      - A concise and factual description of the specific incident(s) surrounding the grievance
        violation (the description should include a timeline of events);
      - A proposed resolution
   b. The Associate Director (or Dean, if applicable) will review the facts surrounding the
      grievance. If there is justified evidence that a grievance exists, then the grievance will be
      forwarded to the CAHP Student Grievance Committee.
   c. Within two weeks after receiving the alleged grievance, the committee members will review
      the statement, convene to discuss the issues at hand, hear testimony, and consider all
      other facts pertaining to the grievance.
   d. Both parties will have the right to present testimony, evidence, and witnesses. Each party
      shall have the right to seek legal counsel in the preparation of statements concerning the
      grievance; however, they may not be represented by counsel in discussions with the
      committee. Each party shall have the right to hear all testimony surrounding the grievance.
      The hearing will be closed to the public.
e. In all proceedings where the complaint touches upon questions of policies, rules and regulations, the CAHP Student Grievance Committee shall be guided by written policies, rules and regulations. The committee will make a decision on the grievance charge after reviewing all facts, testimony, and documentation. The committee’s decision or resolution will be made within two weeks following the hearing. Both parties involved will be notified of the decision in writing. A summary record of the proceedings will be maintained in a confidential file.

The student may appeal the decision of the CAHP Student Grievance Committee, to the Office of the Dean. The Dean will review all documents surrounding the grievance, and make a decision within two weeks of receiving the appeal. Both parties involved will be notified of the decision in writing. The decision by the Dean will be final.

Clinical Compliance

Accidents/Incidents: As general policy, RSTE students will comply with the policies and procedures with the clinical site at which they are assigned. It is the policy that there be written reports of all unusual incidents/accidents.

An incident is an unusual occurrence which is not consistent with the routine operation of the institution or clinical rotation which may or did cause harm, involves possible negligence, requires some immediate consideration or action by a supervisor.

A student enrolled in a program in the Division of Radiation Science Technology Education is expected to provide prompt, complete and accurate written documentation of the details related to any accidents/incidents, thus enabling corrective actions and/or programs for prevention. The program adheres to the Infection Control Policy for University Hospitals and Clinics. Students with signs and symptoms of an infectious process should report immediately to the program director for appropriate referral.

All accidents/incidents must immediately be reported to the technical supervisor or immediate person in charge. Proper report forms must be completed.

Equipment Use and Operation: The professions in Radiation Science Technology employ the use of highly specialized equipment. Any equipment failure or equipment that is not in proper working order must be reported immediately to the clinical supervisor. Do not place any calls to equipment representatives. Do not attempt to repair.

Magnetic Resonance (MR) Safety Policy: Students entering an MR room must adhere to all MR safety policies and procedures. The magnetic field is always on and unsecured magnetically susceptible materials can cause injury or damage. Upon matriculation into the program, students will be educated on safety by reading the American Society of Radiologic Technologists- Magnetic Resonance Safety materials and complete the RSTE-MR Environment Screening Form for Individuals. These documents are found in the Blackboard Management System in the Orientation course. The completed screening form will be kept in the student’s records and any questions regarding the screening process will be communicated with a certified and registered MR technologist prior to students rotating into the MR room.

Blood Borne Pathogens Exposure Plan for Students: Campus Blood Borne Pathogen Exposure (on and off campus): Students must call the Medical Communication Center at 402-559-6824 or the OUCH pager at 402-888-6824 (24 hours a day, 7 days a week) ASAP and report to the nearest emergency room for appropriate blood borne pathogen procedures. On the next work day, please call the Student Health office at 402-559-5158 with information regarding your ED visit.
Radiation Protection
It is each student’s responsibility to adhere to the following guidance for radiation protection:

1. Students must practice safe radiation and protection criteria and practice the principles of ALARA at all times. These are found in the UNMC Radiation Safety Manual available online at www.unmc.edu/CRSO.

2. The principles of decreased time and increased distance and shielding shall be employed when working with radiation.

3. The spread of any accidental contamination from radioactive materials will be decreased by frequent personnel monitoring and hand washing.

4. Radiation exposure is measured by personnel monitoring device; therefore, they must be worn at all times within the department. Personnel monitoring devices are to be worn at the collar. **It is the student’s responsibility to exchange badges on a quarterly basis with person designated by the RSO for each program.**

5. If your personnel monitoring device is lost or left where it can be exposed unknowingly, contact the respective program director immediately. In accordance with the philosophy of keeping exposures ALARA (As Low As Reasonably Achievable), the Radiation Safety Office has established levels at which the dosimetry company will provide immediate notification of a higher than normal reading. These notification levels are presently as follows:

<table>
<thead>
<tr>
<th>Dose Type</th>
<th>Evaluation Level</th>
<th>Investigation Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDE (whole body)</td>
<td>300 mrem</td>
<td>600 mrem</td>
</tr>
<tr>
<td>LDE (lens of eye)</td>
<td>900 mrem</td>
<td>1500 mrem</td>
</tr>
<tr>
<td>SDE (skin or extremity)</td>
<td>900 mrem</td>
<td>2000 mrem</td>
</tr>
<tr>
<td>Declared Pregnant Woman</td>
<td>40 mrem</td>
<td>50 mrem</td>
</tr>
</tbody>
</table>

**ALARA DOSE LIMITS (PER MONITORING PERIOD)**
Any doses above the ALARA Evaluation Level require that the Radiation Safety Officer review the circumstances pertaining to this dose and determine if additional actions need to be taken or if further investigation is required. An investigation requires that the Radiation Safety Officer investigate the cause of the dose and steps that may be required to prevent this dose level in the future with consideration of cost and scientific impact. All doses above the ALARA action levels will be reported to the Radiation Safety Committee.

The Radiation Safety Committee may alter these values based on regulatory or departmental concerns. When an individual exceeds any one of these levels, a follow-up survey may be conducted to determine if a reduction in dose can be reasonably achieved.

For further information regarding personnel monitoring of ionizing radiation, refer to the UNMC Radiation Safety Manual (http://www.unmc.edu/CRSO/) or contact the Radiation Safety Office.

If a student becomes pregnant, she is encouraged to voluntarily consult with the program director concerning the most appropriate procedure to assure that exposure to the fetus is less than 0.5 rem (refer to Pregnancy Policy below).

**Pregnancy**
The pregnancy policy is a voluntary program intended to provide safety for pregnant students and their fetus who are considered occupationally exposed to ionizing radiation. In the event of a *suspected or confirmed* pregnancy, it is the responsibility of the student to advise her program director in writing of her condition. Pregnancy will not affect the student’s enrollment in the academic courses in the program. However, due to the physical requirements placed upon the student in the clinical courses and assignments, and in order to comply with 180 NAC 004.13 (10 CFR Part 20.1208) to keep the radiation exposure to the fetus as low as reasonably achievable (no more than 500 mrem during the entire gestation period), the following procedures will apply:
1. The student may voluntarily report suspected or confirmed pregnancy to the program director. At that time the UNMC/Nebraska Medicine policies and procedures and the RSTE Student Policies and Procedures Manual pregnancy policy will be reviewed with the student. Once the student has elected to declare suspected or confirmed pregnancy, the student should:

2. Complete the form “UNIVERSITY of NEBRASKA MEDICAL CENTER DECLARATION OF PREGNANCY” and forward it to the Radiation Safety Office. (See form to follow.)

3. The Radiation Safety Office will determine the estimated radiation dose from time of conception to the date of declaration based on dosimetry records and calculate the permissible remaining dose to the embryo/fetus for the remainder of the pregnancy. (See form to follow.)

4. Upon review of the findings and recommendations of the Radiation Safety Officer or Medical Radiation Physicist, clinical assignments will be reviewed. Clinical assignments will only be altered if the fetus received the maximum permissible dose as stated by 180 NAC 004.13 (10 CFR Part 20.1208). Any clinical competencies not completed for reasons related to pregnancy must be successfully completed prior to graduation.

5. Provide the program director with written indication of intent to:
   a. continue in the program, or
   b. take a medical leave of absence with intent to complete the program (form available from CAHP Academic & Student Affairs), or
   c. withdraw from the program (form available from CAHP Academic and Student Affairs).

6. The student should provide the program director with written consent from her physician providing medical advice for:
   a. continuing in the program as a full-time student, and/or
   b. any limitations placed upon the student while enrolled in the program.

7. A student may also voluntarily withdraw their declaration of pregnancy at any time in writing. (See form on following pages.)

8. Upon review of the findings and recommendations of the Radiation Safety Officer or Medical Radiation Physicist, clinical assignments will be reviewed. Clinical assignments will only be altered if the fetus received the maximum permissible dose as stated by 180 NAC 004.13 (10 CFR Part 20.1208). Any clinical competencies not completed for reasons related to pregnancy must be successfully completed prior to graduation.
# UNIVERSEOA OF NEBRASKA MEDICAL CENTER

## DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Individual:</th>
<th></th>
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<tbody>
<tr>
<td>Date of Conception (month/year):</td>
<td></td>
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</tbody>
</table>

By providing this information to the Radiation Safety Officer, in writing, I am declaring myself to be pregnant as of the date shown above. Under the provisions of 180 NAC 004.13 (10 CFR Part 20.1208), I understand that my exposure will not be allowed to exceed 5 mSv (500 mrem) during my entire pregnancy, from occupational exposure to radiation. I understand that this limit includes exposure I have already received. If my estimated exposure since the above date of conception has already exceeded 4.5 mSv (450 mrem), I understand that I will be limited to no more than 0.5 mSv (50 mrem) for the remainder of my pregnancy. If I should find out that I am not pregnant, or if my pregnancy is terminated, I will inform my immediate supervisor as soon as practical.

<table>
<thead>
<tr>
<th>Signature of Individual:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td>Signature of Immediate Supervisor:</td>
<td>Date:</td>
</tr>
<tr>
<td>Name &amp; Title of Immediate Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

## RECEIPT OF DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Supervisor:</th>
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</thead>
<tbody>
<tr>
<td>Name of Declared Pregnant Worker:</td>
<td></td>
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</tbody>
</table>

I have received notification from the above named woman that she is pregnant. I am enclosing a copy of Nuclear Regulatory Commission Regulatory Guide 8.13, Revision 3 “Instruction Concerning Prenatal Radiation Exposure.” I have evaluated her prior exposure and established appropriate limits to control the dose to the developing embryo/fetus in accordance with limits in 180 NAC 004.13 (10 CFR Part 20.1208). She should avoid substantial exposure variations and try to maintain a uniform monthly exposure (i.e. 50mrem/month).

| The dose to the embryo/fetus during the entire pregnancy is limited to: | 500 mRem |
| Estimated dose from time of conception to date of declaration: |  |
| Remaining dose to embryo/fetus for the remainder of pregnancy: |  |
| Signature of Radiation Safety Officer: |  |
| Date Signed: |  |
## WITHDRAWAL OF PREGNANCY DECLARATION FORM

<table>
<thead>
<tr>
<th>Name of Individual:</th>
</tr>
</thead>
</table>

*I am withdrawing my previous declaration of pregnancy in writing. I understand that by submitting this form I agree to the lifting of any previous work restrictions imposed on me as a result of my pregnancy, and to the removal of additional dosimeters.*

*I also understand that it is my sole responsibility to give this written notification to the appropriate RSTE division personnel and/or my immediate supervisor.*

<table>
<thead>
<tr>
<th>Signature of Individual:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td>Signature of Immediate Supervisor:</td>
<td>Date:</td>
</tr>
<tr>
<td>Name &amp; Title of Immediate Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

## RECEIPT OF WITHDRAWAL OF DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Supervisor:</th>
</tr>
</thead>
</table>

| Name of Student Submitting the Withdrawal of Pregnancy Declaration Form: | 
|--------------------------|-------|

*I have received notification from the above named woman that she is withdrawing her declaration of pregnancy. Fetal monitoring will be discontinued and she is free to return to all previous duties and assignments.*

| Signature of Radiation Safety Officer: | Date Signed: |
RSTE Dress Code Policy
All students will dress in a professional manner, appropriate for the situation and according to the following guidelines:

1. Grand Island and Kearney RSTE students will wear pewter colored scrubs with or without a pewter or white lab jacket. All other RSTE students will wear navy scrubs with or without a navy or white lab jacket.

2. The uniform top will have the UNMC/Nebraska Medicine logo patch sewn on upper left chest. All uniforms should be purchased from the UNMC bookstore.

3. A solid white or gray shirt may be worn under the scrub top and must be tucked into the scrub pant.

4. Pant hemlines should not touch or drag on the ground.

5. Simple jewelry may be worn with the uniform, i.e., small earrings, wedding rings, and watches.
   a. Visible piercings and transdermal implants must be removed or covered except ear piercings.
   b. Ear gauges must be plugged with flesh colored plugs while in clinic.
   c. Earrings must be small and not touching the neck.
   d. Bandanas are not permitted.

6. Visible tattoos that are larger than 2” x 2” or clearly offensive, including but not limited to anything hateful, violent, profane and/or containing nudity, must be completely covered.

7. Flat, enclosed-toe, neutral colored shoes are acceptable. Socks must be worn at all times.

8. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating.
   a. Students are to wear from home their uniform or proper street clothing and then change into clean scrubs after they arrive at the hospital/clinic. At the end of the shift, the students are to change back into their uniform or proper street clothing.
   b. All scrub clothing provided by the hospital/clinic may not be removed from the property. Scrubs must not be worn outside of the hospital/clinic buildings.

9. Proper UNMC photo ID and personnel monitoring devices must be worn at all times. The ID must be visible at all times to identify student status.

Students are held responsible for their appearance and will be dismissed from clinic if inappropriately attired, groomed, or adorned per faculty standards. (Ex: artificial fingernails are not allowed, hair worn longer than shoulder length must be pulled back, etc.). If a student is sent home from clinic due to a dress code violation, the amount of time missed from clinic will be deducted from the student comp time allotment.

Use of Technology
1. Personal phone calls during clinic hours must be kept to a minimum.

2. No personal long distance calls are permitted on department telephones.

3. Personal technology such as iPods and cell phones may not be carried or used during clinic or class. Technology used for educational purposes may be used as approved by class instructors.

4. Only department computers may be used for documenting clock in and clock out procedures via Trajecsys. Personal cell phones may not be used for this function.

5. Computer use is permitted for the purpose of academic endeavors only with supervisor approval.
Student Leave Time

Personal Time
Students enrolled in the Division of RSTE are given 16 hours of leave time for personal affairs each semester. It is intended to provide necessary time for planned or unplanned events without jeopardizing the student’s attendance record. Regarding the use of student leave time, the following guidelines must be followed:

1. Unused time allotted is not transferrable to a successive semester.
2. Allotted hours may be used for such things as illness, funerals, medical and dental appointments, job interviews, or vacations.
3. All leave time for reasons other than illness must have prior approval of the program director.
4. Students taking more than the allotted number of hours will be required to make up the time according to the discretion of the program director.
5. Unauthorized absenteeism may result in disciplinary actions.
6. A student may be required to furnish satisfactory medical proof of illness, disability or dental work.
7. Students must contact the person in charge of the assigned clinical area and/or the program director 30 minutes prior to time assigned for arrival if they are unable to attend the scheduled day unless directed otherwise by their program director.
8. It is recommended that suspected and confirmed pregnancy be reported to the program director. Time lost due to pregnancy must be made up according to the decision of the program director based on the Radiation Protection and Pregnancy Policies contained in this document.
9. Full time students may request up to 5 days of funeral/bereavement leave in the event of a death of an immediate family member. Documentation may need to be provided upon request.
10. Students may voluntarily choose to spend additional authorized time participating in clinic procedures over and above their scheduled hours as long as the student continues to perform in the student capacity, including direct supervision and holding only student clinical responsibilities. No compensation time will be given.

Personal time for professional meetings:
The RSTE Division supports participation in professional organizations relevant to the student’s professional growth and development. Therefore, students may qualify for time for documented attendance and involvement in these activities. See program director for more information.

Student Employment Guidelines
Opportunities for student employment may exist in the clinic departments and may be initiated and/or discontinued as dictated by manpower needs.

1. Students may not take the place of regular staff in the clinical areas to which they are assigned. It is appropriate, however, for students to assume the responsibility for performing defined activities and tasks, with adequate direction and supervision, after demonstration of clinical competencies.
2. Students may be employed in a clinical setting outside regular educational hours, provided this work does not interfere with their academic responsibilities. In addition, student employment in the clinical setting is non-compulsory and is subject to standard employee policies.

Personal Property
UNMC, Nebraska Medicine, and the Department of Radiology or Radiation Oncology or your respective programs are not responsible for your valuable possessions. All valuables and money should be monitored closely by each individual.
Policy for Authorship of Student/Scientific Papers and/or Presentations

It is a tradition and common accepted practice amongst academic institutions that scientific papers and posters submitted for consideration of publication or presentation include as an author the student’s advisor, program director, professor, department chairperson, or any other similar individual that had a direct relationship to the student and the material being presented.

Dean's List Policy

The Dean of the College of Allied Health Professions (CAHP) will recognize student’s outstanding academic achievement for full-time study by placing students on the Dean's List each semester. Criteria for the Dean’s List are as follows:

1. Only degree-seeking undergraduate students enrolled in the College of Allied Health Professions for twelve or more hours any one semester are eligible for the Dean's List.
2. The University of Nebraska Medical Center grade point average for the semester must be 3.75 or above.
3. Eligible candidates are identified by CAHP Academic and Student Affairs and verified with each program director.
4. Students are notified by letter from the Assistant Dean for Academic and Student Affairs.
5. A list of students to be recognized will be sent to Academic Records by CAHP Academic and Student Affairs for inclusion on the students’ permanent record, and to the UNMC Department of Public Relations Office.

Inclement Weather Policy

Official cancellations of clinical assignments and/or RSTE classes at UNMC due to inclement weather will be concurrent with that announced on the radio and TV for UNO. In the event of cancellation during the day because of weather, students will be notified by their program director. In situations other than official UNO closings, students electing not to travel due to inclement weather conditions must contact their program director (or designee) and time will be deducted from their personal leave bank. Students that are at distance education sites will follow local community college or university cancellations.

h. Program Faculty

The faculty of the Radiography Program is as follows:

Medical Advisor
Timothy E. Moore, Courtesy Professor, M.B., Ch.B., 1971, University of Otago College of Medicine, Dunedin, New Zealand.

RSTE Division Director
James B. Temme, Associate Professor, B.S. 1974 University of Nebraska Medical Center, M.P.A. 1984 University of Nebraska at Omaha.

Program Director
Tammy Jones, Assistant Professor, B.S.(RT) 2000 University of Nebraska Medical Center, M.P.A. 2002 University of Nebraska at Omaha.

Clinical Education Coordinator
Christina Gregg, Faculty, B.S. 2006, University of Nebraska Medical Center.
Faculty – Assistant Professors
Iman M. Ahmad, Assistant Professor, B.Sc 1989 Kuwait University, Ph.D. 2003 University of Iowa.
Tanya Custer, Assistant Professor, B.S. 1995 University of Nebraska Medical Center, M.S. 2009 University of Nebraska Lincoln.
Linda K. Holden, Adjunct Assistant Professor, B.S., M.S. 2000 Regis University.
Mary Anne Kuk, Assistant Professor, B.S. 1989 Creightion University.
Ellie Miller, Faculty, B.S. 2010 University of Nebraska Medical Center.

Clinical Instructors
Tonya Banzhaf, Adjunct Assistant Instructor, B.S. 2008 University of Nebraska Medical Center.
Kendra Becker, Adjunct Instructor, B.S. Clarkson College.
Alisha Wright, Adjunct Instructor, B.S. 2004 University of Nebraska Medical Center.