School of Allied Health Professions

Student Handbook 2013-2014

available on-line at:
http://www.unmc.edu/alliedhealth/policies.htm
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 School of Allied Health Professions!

Allied health is the collective name given to over 200 health-related professions. Most deal with some aspect of providing diagnostic, intervention, or technology support services in the American health care system. It is estimated that allied health professionals make up 60% of the approximately 2.8 million health professionals in the United States.

Allied health professionals and the quality services they provide are needed now more than ever. Many of the allied health professions are currently experiencing workforce shortages. The U.S. Bureau of Labor Statistics (BLS) has estimated that health care support occupations are likely to experience a growth rate of approximately 33% between 2004 and 2014. Of the projected fastest growing occupations during this time period, three are allied health professions. The time is right to pursue a career in one of the allied health fields.

The SAHP at UNMC 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 SAHP 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 and the allied health professions have opportunity to connect with one another, and participate in interdisciplinary instruction. Additionally, the SAHP boasts of engaging and accessible faculty who are devoted to helping students maximize their learning potential by providing contemporary, high quality education.

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

Kyle P. Meyer, Ph.D., PT  
Senior Associate Dean  
School of Allied Health Professions
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1. Academic Calendar

UNIVERSITY OF NEBRASKA MEDICAL CENTER
2013-2014 ACADEMIC CALENDAR

Dates and events listed are for the School of Allied Health Professions only. For information on any other programs at UNMC, view the Academic Calendar at the UNMC Student Services website (http://www.unmc.edu/studentservices).

FALL SEMESTER 2013

FALL 2013 ORIENTATION SCHEDULE

Interprofessional Education (IPE) Orientation Event – Omaha ................. August 21, 2013
Orientation for ALL NEW STUDENTS .................................................. Aug. 21-23, 2013
Clinical Laboratory Science (CLS) ......................................................... May 28, 2013
Medical Nutrition ................................................................. Aug. 20, 2013

FALL 2013 First Day of Classes ................................................................. Aug. 26, 2013
Clinical Laboratory Science ................................................................. May 29, 2013
PA 2/3 ................................................................................................ Sept. 3, 2013

Students will receive billing statements the 10th day of the term. A late fee will be assessed on any tuition and/or fees not paid in full by the due date on the billing statement.

Last Day to ADD Classes ...................................................................... Sept. 1, 2013
Last Day to DROP Classes .................................................................. Oct. 18, 2013

Deadline for waiving student insurance is during the first 14 days of the semester.

Deadline for filing for December graduation ........................................ Oct. 1, 2013

Student Breaks and Holidays:

Labor Day ......................................................................................... Sept. 2, 2013
Fall Break – RSTE .............................................................................. Oct. 17-18, 2013
Thanksgiving ..................................................................................... Nov. 28-29, 2013
PA 2/3 ................................................................................................ Nov. 28, 2013

Last Day of classes including exam week .......................................... Dec. 20, 2013

Commencement:

Omaha ............................................................................................... December 20, 2013

Special Notes:

Physician Assistant Clerkship Schedule:

September 3 – September 29
September 30 – October 27
October 28 – November 24
November 25 – December 22
SPRING SEMESTER 2014

SPRING 2014 First Day of Classes ........................................................................................................... Jan. 6, 2014

Students will receive billing statements the 10th day of the term. A late fee will be assessed on any tuition and/or fees not paid in full by the due date on the billing statement.

Last Day to ADD Classes (Jan. 6 start date) ......................................................................................... Jan. 12, 2014
Last Day to DROP Classes ................................................................................................................. Feb. 28, 2014

Deadline for waiving student insurance is during the first 14 days of the semester.

Deadline for filing for May graduation ............................................................................................... Feb. 1, 2014

Student Holidays and Breaks:
  Martin Luther King Day ........................................................................................................... Jan. 20, 2014
  Spring Break ........................................................................................................................... Mar. 23 – 30, 2014
  Clinical Perfusion 6 ............................................................................................................... Mar. 3-7, 2014
  Cytotechnology ................................................................................................................ Mar. 16-22, 2014
  PA 2 ........................................................................................................................................ Mar. 31-April 6, 2013

Last Day of Classes including exam week ........................................................................................... May 9, 2014
  Medical Nutrition ................................................................................................................. June 24, 2014

Commencement:
  Omaha, Scottsbluff ................................................................................................................ May 10, 2014

Special Notes:  Physician Assistant Clerkship Schedule:
  January 6 – February 2  March 3 – March 30
  February 3 – March 2  April 7 – May 4

SUMMER TERMS 2014

Students will receive billing statements the 10th day of the term. A late fee will be assessed on any tuition and/or fees not paid in full by the due date on the billing statement.

SUMMER 2014 Sessions:
  Cytotechnology ................................................................................................................ May 5-Aug. 1, 2014
  Clinical Perfusion, RSTE, Non-degree Seeking ................................................................... May 12-Aug. 15, 2014
  PA ........................................................................................................................................ May 5-Aug. 31, 2014
  PT 1 ........................................................................................................................................ May 12-July 3, 2014
  PT 2 ........................................................................................................................................ May 5-July 3, 2014

Deadline for filing for August graduation ......................................................................................... June 1, 2014

Student Holidays and Breaks:
  Memorial Day ........................................................................................................................ May 26, 2014
  Independence Day .................................................................................................................. July 4, 2014
  PA Summer Break ............................................................................................................... June 30-July 6, 2014

Commencement (no ceremony) ........................................................................................................ Aug. 15, 2014

Special Notes:  Physician Assistant Clerkship Schedule:
  May 5 – June 1  July 7 – August 3
  June 2 – June 29  August 4 – August 31
2. Governance of the University of Nebraska Medical Center

Harold M. Maurer, MD
Vice President, University of Nebraska
Chancellor
University of Nebraska Medical Center

University of Nebraska Medical Center
Organizational Chart, November 2012

Deans and Related Units

John Reinhardt, DDS
Dean
College of Dentistry

Bradley Britigan, MD
Dean
College of Medicine

Kyle Meyer, PhD
Senior Associate Dean
School of Allied Health Professions

Juliann Sebastian, PhD, RN, FAAN
Dean
College of Nursing

Courtney Fletcher, PharmD
Dean
College of Pharmacy

Ayman El-Mohandes, MD, MPH
Dean
College of Public Health

Kenneth Cowan, MD, PhD
Director, Eppley Institute
UNMC Eppley Cancer Center

J. Michael Leibowitz, PhD
Director
Munroe Meyer Institute

Ward Chambers, MD
Executive Director, International Health & Medical Education

Myrna Newland, MD
Director
UNMC Equity Office

Carl Smith, MD
President and Board Chair
UNMC Physicians

Audrey Nelson, PhD, RN
President
UNMC Faculty Senate

H. Dele Davies, MD, MS, MHCM
Vice Chancellor for Academic Affairs and Dean for Graduate Studies

James Turpen, PhD
Assistant Vice Chancellor for Graduate Studies

Iqbal Ahmad, PhD
Associate Dean
Post Doctoral Affairs

Jalin Zheng, PhD
Associate Dean for Graduate Studies

Devin Nickol, MD
Assistant Dean for Graduate Studies

Ernest Prentice, PhD
Associate Vice Chancellor for Regulatory Affairs

Cheryl Thompson, PhD
Assistant Vice Chancellor for Academic Affairs/Chief Student Affairs Officer

Nancy Woelfl, PhD
Director
McGowan Library of Medicine

Sheila Wrobel, JD
Chief Compliance Officer

Jennifer Larsen, M.D.
Vice Chancellor for Research

Ken Bayles, PhD
Associate Vice Chancellor for Basic Science Research

Christopher Kratochvil, MD
Assistant Vice Chancellor for Clinical Research

Paula Turpen, PhD
Director
Research Resources

Michael Dixon, PhD
Chief Executive Officer
UNeMed Corp

Ken Thomas
Assistant Vice Chancellor
Finance and Business Services

Deborah Thomas
Assistant Vice Chancellor for Business & Finance – Budget and Financial Compliance

John Russell
Assistant Vice Chancellor
Human Resources

Yvette Holly
Assistant Vice Chancellor
Information Technology Services

Kenneth Hansen
Assistant Vice Chancellor
Facilities Management and Planning

Rodney Markin, MD, PhD
Associate Vice Chancellor for Business Development and Chief Technology Officer

Donald Leuenberger
Vice Chancellor for Business and Finance

Robert Bartee
Vice Chancellor for External Affairs

Mark Bowen
Director
Government Relations

William O'Neill
Director
Public Relations

Roxanna Jokela
Director
Alumni Relations

Jennifer Larsen, M.D.
Vice Chancellor for Research

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Associate Vice Chancellor for Basic Science Research

Christopher Kratochvil, MD
Assistant Vice Chancellor for Clinical Research

Paula Turpen, PhD
Director
Research Resources

Michael Dixon, PhD
Chief Executive Officer
UNeMed Corp

R. Steve Dixon, DVM
Director
Comparative Medicine

Deborah Vetter
Director
Sponsored Programs

Nora Sarvetnick, PhD
Director
Regenerative Medicine Program

Linda Wilkie, BS
Director
Communications

Nebraska Tobacco Settlement Biomedical Research Development Fund

Bradley Britigan, MD
Dean
College of Medicine

Juliann Sebastian, PhD, RN, FAAN
Dean
College of Nursing

Courtney Fletcher, PharmD
Dean
College of Pharmacy

Ayman El-Mohandes, MD, MPH
Dean
College of Public Health

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Vice Chancellor for External Affairs

Mark Bowen
Director
Government Relations

William O'Neill
Director
Public Relations

Roxanna Jokela
Director
Alumni Relations
School of Allied Health Professions Leadership

School of Allied Health Professions (SAHP) Administration
Kyle P. Meyer, PhD, PT, Senior Associate Dean, SAHP
Laura Bilek, PhD, PT, Assistant Dean for Research Development, SAHP
Patricia O’Neil, BS, SAHP Director of Finance and Administration

Division of Academic & Student Affairs
Gregory M. Karst, PhD, PT, Assistant Dean for Academic & Student Affairs, SAHP
Janice Tompkins, MPH, MT(ASCP), Director for Academic & Student Affairs, SAHP

Division of Laboratory Sciences

Clinical Laboratory Science Education
Karen Honeycutt, MEd, MLS(ASCP)CM, Program Director
Marnie Imhoff, MBA, MLS(ASCP)CM, Associate Program Director
James L. Wisecarver, MD, PhD, Medical Director

Clinical Perfusion Science Education
David W. Holt, MA, CCT, Program Director
John H. Tinker, MD, Medical Director

Cytotechnology Education
Amber Donnelly, PhD, SCT (ASCP), Program Director
Stanley J. Radio, MD, Medical Director

Division of Primary Care

Medical Nutrition Education
Glenda R. Woscyna, MS, RD, LMNT, Program Director

Physical Therapy Education
Joseph F. Norman, PhD, PT, CCS, FAACVPR, Program Director

Physician Assistant Education
Michael J. Huckabee, PhD, MPAS, PA-C, Program Director
Gerald F. Moore, MD, Medical Director

Division of Radiation Sciences
James B. Temme, MPA, RT(R)(QM), Associate Director
Craig Walker, MD, Medical Director, RSTE

Computed Tomography Education
Tammy Jones, MPA, RT(R)(M), Interim Program Director
Stephanie Vas, BS, RT(R)(CT)(MR), Clinical Education Coordinator
Shahid Hussain, MD, Medical Advisor

Diagnostic Medical Sonography Education
Kim Michael, MA, RT(R), RDMS, RVT, Program Director
Kathryn Wampler, BS, RT(R), RDMS, RVT, Clinical Education Coordinator
Joseph C. Anderson, MD, Medical Director

Magnetic Resonance Imaging Education
James B. Temme, MPA, RT(R)(QM), Interim Program Director
Stephanie Vas, BS, RT(R)(CT)(MR), Clinical Education Coordinator
Shahid Hussain, MD, Medical Advisor

Nuclear Medicine Technology Education
Marcia Hess Smith, BS, CNMT, Program Director
Christina Araujo, BS, CNMT, RT(R)(N), Clinical Education Coordinator
Jordan Hankins, MD, Medical Advisor

Radiation Therapy Education
Lisa Bartenhagen, MS, RT(R)(T), Program Director
Jana Koth, BS, RT(R)(T), Clinical Education Coordinator
Charles A. Enke, MD, Medical Advisor

Radiography Education
Tammy Jones, MPA, RT(R)(M), Program Director
Timothy E. Moore, MD, Medical Advisor
4. Handbook Overview

This handbook provides information about the educational programs offered through the University of Nebraska Medical Center (UNMC) School of Allied Health Professions (SAHP). The SAHP 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 SAHP 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 school 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 School 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 School 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 School, 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 School 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 SAHP 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 SAHP. 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.

The latest program, Cytotechnology, was approved and accepted its first class for the fall semester 1994. A post baccalaureate 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.

6. Mission
The mission of the School of Allied Health Professions is to advance health and healthcare through the allied health professions. Specifically, the SAHP will:

- Deliver educational programs that prepare graduates to provide high quality, evidence-based, safe care for all patients;
- Conduct scholarly activities that create and disseminate knowledge reflective of the unique contributions of allied health theory and practice;
- Engage in high quality, contemporary clinical practice that supports the educational, scholarly and organizational functions of the SAHP;
- Be a sustainable organizational unit by implementing the structural, financial and personnel systems that ensure responsible, accountable and transparent business practices.

To read the mission statement for each SAHP program, see the appendices.

7. Purpose
The purpose of the School 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 School 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 Schools:

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 SAHP 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 School 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 School of Allied Health Professions that diversity within the School 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 School 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 School of Allied Health Professions will result in disciplinary procedures in accordance with the SAHP 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 School 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.
1. Tuition & Fees

Tuition and fees charges are subject to change without notice. The current tuition and fee rates are available in the UNMC Student Handbook. Estimated Tuition and Related Expenses for each program are available in the appendices. The application fee is $70 for each of the SAHP educational programs.

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 Student Handbook. Note: Refunds are not made for fees.

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 School 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 UNMC Student Handbook or refer to 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 in the UNMC Student Handbook.

4. Military & Veterans Benefits

The School of Allied Health Professions proudly supports the educational aspirations of all active duty military and veterans of the United States Armed Forces. All SAHP 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 SAHP academic programs for VA benefits. All men and women planning to attend a program in the School 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, or in the UNMC Student Handbook.
1. Grading System

The grading system used by the programs within the School 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>WP – Withdrew passing</td>
</tr>
<tr>
<td>A</td>
<td>93.00-96.99</td>
<td>4.00</td>
<td>WF – Withdrew failing</td>
</tr>
<tr>
<td>A-</td>
<td>90.00-92.99</td>
<td>3.67</td>
<td>I – Incomplete</td>
</tr>
<tr>
<td>B+</td>
<td>87.00-89.99</td>
<td>3.33</td>
<td>NR – No Report</td>
</tr>
<tr>
<td>B</td>
<td>83.00-86.99</td>
<td>3.00</td>
<td>WX – Administrative withdrawal</td>
</tr>
<tr>
<td>B-</td>
<td>80.00-82.99</td>
<td>2.67</td>
<td>W – Withdrawal (good standing)</td>
</tr>
<tr>
<td>C+</td>
<td>77.00-79.99</td>
<td>2.33</td>
<td>P – Pass</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 SAHP curricula must be submitted to and approved by the SAHP Curriculum Committee. Members of the committee represent each of the SAHP educational programs and are appointed by the Senior Associate Dean of the School of Allied Health Professions. Course syllabi are catalogued and archived, and maintained by SAHP Academic & Student Affairs.

For a listing of each program’s curriculum, see the Curriculum sections in the appendices.
Section E. Admission Policies & Procedures

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 School 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 School 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 SAHP program of study is the final authority on how these courses and credits apply toward the degree that the program awards. Each SAHP 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 may 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 school students completing college-level study in high school. APP hours awarded by other institutions are transferrable for enrolled students by submitting an official college transcript. Each SAHP 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 school are awarded credit as directed by the Guide to Evaluation of Educational Experience in the Armed Services. Many service schools are not identified as “collegiate” in nature and credit is not awarded. Hours for collegiate schools 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 school.

Education experience hours appearing on the transcripts of other institutions are not accepted for transfer. The applicant must submit an official AARTS or SMART transcript (Army ACE Registry Transcript System or Sailor/Marine Corps ACE Registry Transcript). Each SAHP 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 Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACRAO International Education Services</td>
<td>202.296.3359</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ies.aacrao.org">http://www.ies.aacrao.org</a></td>
</tr>
<tr>
<td>Educational Credential Evaluators, Inc.</td>
<td>414.289.3400</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ece.org">http://www.ece.org</a></td>
</tr>
<tr>
<td>Josef Silny &amp; Associates, Inc.</td>
<td>305.273.1616</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.jsilny.com">http://www.jsilny.com</a></td>
</tr>
<tr>
<td>International Education Research Foundation, Inc. (IERF)</td>
<td>310.258.9451</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ierf.org">http://www.ierf.org</a></td>
</tr>
<tr>
<td>World Education Services, Inc.</td>
<td>212.966.6311</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.wes.org">http://www.wes.org</a></td>
</tr>
</tbody>
</table>
5. **English Proficiency Requirement**

The School 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 an SAHP program can be demonstrated by any one of the following ways:

- Paper-based TOEFL* exam with minimum score of 577 (scores must be no more than two years old)
- Internet-based TOEFL* exam with minimum score of 90 (scores must be a minimum of 20 in each individual section and no more than two years old)
- 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.

* Test of English as a Foreign Language (The UNMC institution code for reporting TOEFL scores is 6896.)
** Successful completion requires the student to earn a grade of C or better for the course.

6. **Admission Requirements**

Admission requirements including prerequisite coursework, dates for applying and application procedures vary for the programs and are summarized 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 School 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 an SAHP program, all admitted students must complete several steps prior to enrollment and registration in the School 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 SAHP 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 SAHP New Student Orientation course. For questions regarding compliance training, contact SAHP 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 SAHP New Student Orientation Course. For questions regarding background checks and drug screening, contact SAHP 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 SAHP 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 SAHP 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 School of Allied Health Professions, telephone references from faculty and/or staff of the School 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 SAHP Request for Release of Personal Information form, which can be found on the SAHP Current Students website at http://www.unmc.edu/alliedhealth/current_students.htm. For questions regarding this form, contact SAHP Academic & Student Affairs.

9. Orientation
In an effort to prepare admitted students for their programs of study in the School 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 SAHP New Student Orientation course, contact SAHP Academic & Student Affairs.

10. Registration
All SAHP students register for courses on a semester basis online in PeopleSoft, the student information system. SAHP Academic & Student Affairs sends out information on registration to all students prior to each registration period. See the Academic Calendar on pages 7-8 for specific dates, including Add/Drop dates. For questions regarding the registration process, contact SAHP 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.
Section G. Academic Policies & Procedures

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 School 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 SAHP. 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, SAHP 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 school;
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 School 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 School 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 School 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 school 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 school’s student discipline hearing board.

8. Academic Probation
Each program in the School 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 School 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 Senior Associate Dean of the School 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 School 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 SAHP is part of an educational institution in which there is an atmosphere of learning, as well as a sense of community. The school prides itself upon the principles of academic integrity, self-respect and individual responsibility.

Students enrolled in the SAHP 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 school. 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 school 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 SAHP 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 Senior Associate Dean of the School 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 SAHP students may provide items or information about such items for “blind” distribution to students through SAHP 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 Senior Associate Dean of the School 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 School 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](http://www.unmc.edu/policy).

4. **Students Hosting Career Fairs**

Students must seek approval through appropriate SAHP 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 Senior Associate Dean, School of Allied Health Professions, for approval. When the Senior Associate 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 SAHP 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 SAHP programs. This policy does not limit the employment services that the SAHP 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 School 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. 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 in Radiation Sciences Technology degree. 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.

e. Curriculum

Fall Semester (First Semester)

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<th>Course #</th>
<th>Course Title</th>
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<td>CT/MRI Anatomy and Pathology I</td>
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<tr>
<td>RSTE 457R</td>
<td>Cardiovascular Interventional Technology I</td>
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<tr>
<td>RSTE 473R</td>
<td>Applied Cardiovascular Interventional Technology I (6-10)</td>
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TOTAL SEMESTER HOURS for FALL SEMESTER 13

Spring Semester (Second Semester)

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<td>CT/MRI Anatomy and Pathology II</td>
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<tr>
<td>RSTE 458R</td>
<td>Cardiovascular Interventional Technology II</td>
<td>3</td>
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<tr>
<td>RSTE 474R</td>
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TOTAL SEMESTER HOURS for SPRING SEMESTER 13

Summer Semester (Third Semester)

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</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: www.unmc.edu/alliedhealth/vit_tuition.htm.

g. Program-Specific Policies & Procedures

All CVIT students will be required to sign the Student Responsibility Statement located on the following page:
School 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 CVIT Program-specific Policies & Procedures section. You are also required to read the rest of the SAHP Student Handbook (this document) and the UNMC Student Handbook (http://net.unmc.edu/care/docs/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 School 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:
- 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 immediate academic probation. Students who do not show immediate rectification of the problems will be put 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.
- If improvement is shown the student may either be removed from probation or probation may be continued for a defined time.
- 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 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 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 ER 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 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 fetuses 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/The Nebraska Medical Center 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 SAHP Academic & Student Affairs), or
      c. withdraw from the program (form available from SAHP 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. (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>Social Security #:</td>
<td></td>
</tr>
<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>

**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. 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: | ___ mRem |
| Remaining dose to embryo/fetus for the remainder of pregnancy: | ___ mRem |

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

<table>
<thead>
<tr>
<th>Name of Individual:</th>
<th>Social Security #:</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>

<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>
</table>

<table>
<thead>
<tr>
<th>Date Signed:</th>
</tr>
</thead>
</table>
Dress Code
All students will dress in a professional manner, appropriate to the situation and according to the following guidelines:

1. RSTE Uniform Dress Code will apply at all clinical affiliate sites.
2. Uniforms must be neat and clean at all times.
3. Students must be in complete uniform while in their clinical rotations.
4. The Uniform Dress Code is as follows:
   a. Proper hospital ID, personnel monitoring device, and finger TLD rings, as required, must be worn at all times.
   b. Solid navy scrub pants and navy scrub top with or without solid navy or white scrub jacket are acceptable for RSTE students. Radiography students located on the Grand Island campus are required to wear pewter scrubs with or without a solid pewter scrub jacket. The RSTE Division patch must be worn on the left breast pocket of the outermost garment, including scrub tops and scrub jackets.
   c. Only solid white or gray T-shirts may be worn under scrubs. They will be tucked into the pants and not visible below the bottom of the scrub top.
   d. Nuclear Medicine Technology students will wear a navy scrub jacket, or solid white lab jacket or solid white lab coat as protective clothing while working with radioactive materials.
   e. Program faculty will be responsible for determining if the student’s uniform falls within the Uniform Dress Code.
5. General appearance and attire must be neat and clean at all times.
   a. Hair must be groomed with a professional appearance.
      - Males may wear mustaches and beards neatly trimmed.
      - Hair worn longer than shoulder length must be pulled back to prevent interference with patient care.
   b. Closed-toed shoes with socks are required. Feet will be covered at all times with socks or nylons, as appropriate.
   c. Undergarments will not be visible or revealing.
   d. The wearing of scents (i.e., aftershave, cologne, perfume, etc.) is discouraged as a courtesy to sick patients, visitors and co-workers.
   e. Jewelry should be functionally appropriate and not excessive to the point that it distracts from the work environment or is dangerous to the employee and patient.
   f. Fingernails must be kept groomed.
      - No artificial fingernails or extenders are allowed.
      - Natural nails are to be maintained at a short (1/4 inch or less) length.
      - If nail polish is worn, it must not be chipped or peeling.
   g. The program director may use his or her discretion, based upon input from the clinical education site, on whether or not the piercing and/or tattoo is disruptive to the work environment. If the piercing/tattoo is deemed disruptive, then the student may be asked to remove or cover up the piercing/tattoo in question.
6. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating. CVIT students will wear hospital provided surgical scrubs.
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, or a total of 48 hours for 3 semesters and 32 hours for 2 semesters per academic year. 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 year.
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. If there is unauthorized absenteeism, the student will be dismissed from the program.
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.

Compensation Time Guide
Provision of compensation time is intended to ensure fair, uniform, and impartial treatment for all students. 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. The following guidelines have been established to outline the procedures regarding compensation time.
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.

RSTE students will be given two hours of personal time per one hour of lecture when attending approved continuing education events at the district or local level.

RSTE students participating in professional conferences at state (i.e., NSRT, NSUS, etc.) and national (i.e., ASRT, RSNA, SNM, SDMS, etc.) level will not be awarded compensatory time, but will be excused from clinical rotations.

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 Nebraska Medical Center, 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 Senior Associate Dean of the School of Allied Health Professions (SAHP) will recognize students’ outstanding academic achievement for full-time study by placing students on the Associate Dean's List each semester. Criteria for the Dean’s List are as follows:

1. Only degree-seeking undergraduate students enrolled in the School of Allied Health Professions for twelve or more hours any one semester are eligible for the Associate 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 SAHP 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 SAHP Academic and Student Affairs for inclusion on the students’ permanent record, and to the UNMC Department of Public Relations Office.
**Inclement Weather Policy**
Offical 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:

**Associate Professor**
James B. Temme, Associate Professor and Associate Director of Radiation Science Technology Education Division, B.S. 1974 University of Nebraska Medical Center, M.P.A. 1984 University of Nebraska at Omaha.

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

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

**Instructors**
James M. Griess, Instructor, B.S. 1984 University of Nebraska at Omaha.

Lynette E. Petrie, Instructor, B.S. Virginia Commonwealth University, M.Ed Virginia Commonwealth University.
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 11.5 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.

UNMC includes two independently accredited clinical laboratory science programs (accredited by the National Accrediting Agency for Clinical Laboratory Sciences, or NAACLS) located at Nebraska Methodist Hospital and the University of Nebraska Medical Center, affiliated with The Nebraska Medical Center, as well as 12 clinical sites across Nebraska, Iowa, Colorado, Missouri, and Kansas. A Combined Faculty Committee, made up of representatives from each accredited program, is responsible for the administration of the unit.

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 42 hour curriculum. For additional information on this option, see the website at http://www.unmc.edu/alliedhealth/bscls.htm.

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 school, 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 Combined Faculty 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 43 semester credit hour 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 11.5 month program. All required courses must be completed with a minimum passing grade of 70% to meet requirements for graduation from the program.

Course descriptions for these courses can be found in Appendix I-12 at the end of this document.

<table>
<thead>
<tr>
<th>Summer/Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
</tr>
<tr>
<td>CLS 413</td>
<td>Clinical Endocrinology &amp; Toxicology</td>
</tr>
<tr>
<td>CLS 414</td>
<td>Clinical Chemistry I</td>
</tr>
<tr>
<td>CLS 416</td>
<td>Clinical Hematology I</td>
</tr>
<tr>
<td>CLS 418</td>
<td>Clinical Microbiology I</td>
</tr>
<tr>
<td>CLS 420</td>
<td>Clinical Immunology and Molecular Diagnostics</td>
</tr>
<tr>
<td>CLS 422</td>
<td>Clinical Immunohematology I</td>
</tr>
<tr>
<td>CLS 430</td>
<td>Clinical Laboratory Management I</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER HOURS for SUMMER/FALL SEMESTER 19

Spring Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS 412</td>
<td>Clinical Laboratory Science Theory, Application and Correlation</td>
</tr>
<tr>
<td>CLS 415</td>
<td>Clinical Chemistry II</td>
</tr>
<tr>
<td>CLS 417</td>
<td>Clinical Hematology II</td>
</tr>
<tr>
<td>CLS 419</td>
<td>Clinical Microbiology II</td>
</tr>
<tr>
<td>CLS 423</td>
<td>Clinical Immunohematology II</td>
</tr>
<tr>
<td>CLS 424</td>
<td>Phlebotomy</td>
</tr>
<tr>
<td>CLS 426</td>
<td>Urine and Body Fluid Analysis</td>
</tr>
<tr>
<td>CLS 431</td>
<td>Clinical Laboratory Management II</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER HOURS for SPRING SEMESTER 24

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: www.unmc.edu/alliedhealth/cls_tuition.htm.

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 School 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.
Julie Richards, Assistant Professor, B.S. 1978 University of Nebraska-Lincoln, B.S. 1981 University of Nebraska Medical Center, M.P.A. 2001 University of Nebraska at Omaha.
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 SAHP 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.
Section I. Appendices

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/mdcp.htm.

b. Accreditation

The Clinical Perfusion Science Education Program is within the School of Allied Health Professions (SAHP), College of Medicine, 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 UNMC.
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>
</tr>
</thead>
<tbody>
<tr>
<td>CLPR 502</td>
<td>Introduction to Perfusion Technology</td>
<td>2</td>
</tr>
<tr>
<td>CLPR 505</td>
<td>Perfusion Concepts I</td>
<td>4</td>
</tr>
<tr>
<td>CLPR 506</td>
<td>Applied Clinical Practices</td>
<td>2</td>
</tr>
<tr>
<td>CLPR 702</td>
<td>Perfusion Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>PAMM 690</td>
<td>Pathology, Biology of Disease</td>
<td>5</td>
</tr>
<tr>
<td>SAHP 530</td>
<td>Scanning the Health Care Environment</td>
<td>1</td>
</tr>
<tr>
<td>SAHP 723</td>
<td>Principles of Critical Inquiry</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for FALL SEMESTER**

17

#### Spring Semester (Second Semester)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLPR 512</td>
<td>Perfusion Techniques</td>
<td>2</td>
</tr>
<tr>
<td>CLPR 515</td>
<td>Perfusion Concepts II</td>
<td>4</td>
</tr>
<tr>
<td>CLPR 520</td>
<td>Thesis Development</td>
<td>1</td>
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<tr>
<td>CLPR 703</td>
<td>Perfusion Seminar II</td>
<td>1</td>
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<tr>
<td>CLPR 705</td>
<td>Pediatric Perfusion</td>
<td>3</td>
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<tr>
<td>PHAR 507</td>
<td>Pharmacology</td>
<td>5</td>
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<tr>
<td>SAHP 531</td>
<td>Management in Health Care</td>
<td>2</td>
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</tbody>
</table>

**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>
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<tr>
<td>CLPR 501</td>
<td>Applied Electronics &amp; Biomedical Monitoring</td>
<td>3</td>
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<tr>
<td>CLPR 701</td>
<td><em>In Vitro/In Vivo</em> Lab Procedures</td>
<td>2</td>
</tr>
<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>
<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>
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**TOTAL SEMESTER HOURS for SUMMER SEMESTER**

17

#### Fall Semester (Fourth Semester)

<table>
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<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>CLPR 711</td>
<td>Thesis Development III</td>
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<tr>
<td>CLPR 720</td>
<td>Clinical Rotation Pediatric Perfusion I</td>
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<tr>
<td>CLPR 722</td>
<td>Perfusion Seminar III</td>
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<td>CLPR 730</td>
<td>Clinical Rotation Perfusion III</td>
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<tr>
<td>SAHP 626</td>
<td>Health Care Ethics &amp; Critical Thinking</td>
<td>3</td>
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</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>
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</thead>
<tbody>
<tr>
<td>CLPR 712</td>
<td>Thesis Development IV</td>
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<tr>
<td>CLPR 723</td>
<td>Perfusion Seminar IV</td>
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<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: www.unmc.edu/alliedhealth/cpe_tuition.htm.

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 School 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 School 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. Program Description
Computed tomographers use a number of thin, rotating x-ray beams and computer technology to create cross sectional (axial) images of the human body. In computed tomography (CT), the computer measures the intensity of x-rays, which are transmitted through the patient, and displays the information as an image on a monitor.

The Computed Tomography (CT) program at UNMC offers students the opportunity to obtain classroom and clinical experience related directly to CT. Upon completion of the 2 semester curriculum, graduates are awarded the Bachelor of Science in Radiation Science Technology degree and are eligible to sit for the CT certification examinations offered by the American Registry of Radiologic Technologists.

b. Accreditation
Currently, there is no accreditation process for computed tomography. However, the CT Program is administered under the Radiography Program, which 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
Website: www.jrcert.org

c. Admission Requirements
Applicants to the Computed Tomography 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 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
    Coursework used to meet this requirement may include but is not limited to anatomy, physiology, biology, chemistry, physics, or earth sciences.
d. **Degree Requirements**

Students must successfully complete each course of the 2-semester 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 in Radiation Sciences Technology degree. Students must transfer in a minimum of 33 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 29 semester credit hours in the CT Program.

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 410R</td>
<td>Sectional Anatomy &amp; Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>RSTE 426R</td>
<td>CT Positioning &amp; Protocols I</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 428R</td>
<td>CT Physics I</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 431R</td>
<td>CT Clinical Rotations I</td>
<td>6</td>
</tr>
<tr>
<td>RSTE 467R</td>
<td>Special Projects</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for FALL SEMESTER** 14

**Spring Semester (Second Semester)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 411R</td>
<td>Sectional Anatomy &amp; Pathology II</td>
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</tr>
<tr>
<td>RSTE 422R</td>
<td>CT Positioning &amp; Protocol II</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 433R</td>
<td>CT Clinical Rotations II</td>
<td>6</td>
</tr>
<tr>
<td>RSTE 461R</td>
<td>CT Physics II</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 463R</td>
<td>Capstone Course</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SPRING SEMESTER** 16

**TOTAL CT/MRI CURRICULUM** 30

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: [www.unmc.edu/alliedhealth/cat_tuition.htm](http://www.unmc.edu/alliedhealth/cat_tuition.htm).

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

All Computed Tomography students will be required to sign the *Student Responsibility Statement* located on the following page:
School 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 CT Program-specific Policies & Procedures section. You are also required to read the SAHP Student Handbook (http://www.unmc.edu/alliedhealth/docs/SAHPHandbook.pdf) and the UNMC Student Handbook (http://net.unmc.edu/care/docs/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 School 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 CT 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.

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 immediate academic probation. Students who do not show immediate rectification of the problems will be put 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 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 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 ER 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 fetuses 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/The Nebraska Medical Center 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 SAHP Academic & Student Affairs), or
      c. withdraw from the program (form available from SAHP 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. (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>Social Security #:</td>
<td></td>
</tr>
<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>

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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security #:</td>
<td></td>
</tr>
</tbody>
</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

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

1. RSTE Uniform Dress Code will apply at all clinical affiliate sites.
2. Uniforms must be neat and clean at all times.
3. Students must be in complete uniform while in their clinical rotations.
4. The Uniform Dress Code is as follows:
   a. Proper hospital ID, personnel monitoring device, and finger TLD rings, as required, must be worn at all times.
   b. Solid navy scrub pants and navy scrub shirt with or without navy scrub jacket, or solid white lab coat are acceptable for RSTE students. Radiography students located on the Grand Island campus are required to wear pewter scrubs with or without a solid pewter lab jacket. The RSTE Division patch must be worn on the left breast pocket of the outermost garment, including scrubs.
   c. Only solid white or gray T-shirts may be worn under scrubs. They will be tucked into the pants.
   d. Program faculty will be responsible for determining if the student’s uniform falls within the Uniform Dress Code.
5. General appearance and attire must be neat and clean at all times.
   a. Hair must be groomed.
      ▪ Males may wear mustaches and beards neatly trimmed.
      ▪ Hair worn longer than shoulder length must be pulled back to prevent interference with patient care.
   b. Closed-toed shoes with socks are required. Feet will be covered at all times with socks or nylons, as appropriate.
   c. Undergarments will not be visible or revealing.
   d. The wearing of scents (i.e., aftershave, cologne, perfume, etc.) is discouraged as a courtesy to sick patients, visitors and co-workers.
   e. Jewelry should be functionally appropriate and not excessive to the point that it distracts from the work environment or is dangerous to the employee and patient.
   f. Fingernails must be kept groomed.
      ▪ No artificial fingernails or extenders are allowed.
      ▪ Natural nails are to be maintained at a short (1/4 inch or less) length.
      ▪ If nail polish is worn, it must not be chipped or peeling.
   g. The program director may use his or her discretion, based upon input from the clinical education site, on whether or not the piercing and/or tattoo is disruptive to the work environment. If the piercing/tattoo is deemed disruptive, then the student may be asked to remove or cover up the piercing/tattoo in question.
6. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating.
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, or a total of 48 hours for 3 semesters and 32 hours for 2 semesters per academic year. 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 year.
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. If there is unauthorized absenteeism, the student will be dismissed from the program.
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.

Compensation Time Guide
Provision of compensation time is intended to ensure fair, uniform, and impartial treatment for all students. 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. The following guidelines have been established to outline the procedures regarding compensation time.
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.

RSTE students will be given two hours of personal time per one hour of lecture when attending approved continuing education events at the district or local level.

RSTE students participating in professional conferences at state (i.e., NSRT, NSUS, etc.) and national (i.e., ASRT, RSNA, SNM, SDMS, etc.) level will not be awarded compensatory time, but will be excused from clinical rotations.

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 Senior Associate Dean of the School of Allied Health Professions (SAHP) will recognize student’s outstanding academic achievement for full-time study by placing students on the Associate Dean’s List each semester. Criteria for the Dean’s List are as follows:

1. Only degree-seeking undergraduate students enrolled in the School of Allied Health Professions for twelve or more hours any one semester are eligible for the Associate 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 SAHP 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 SAHP 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 CT Program is as follows:

**Professors**
Shahid M. Hussain, Professor and Medical Advisor, MD Erasmus University Rotterdam.

Craig William Walker, Professor and Medical Director of Radiation Sciences Technology Education Division, MD University of Arkansas for Medical Sciences.

**Associate Professors**
James B. Temme, Associate Professor and Associate Director of Radiation Sciences Technology Education Division, B.S. 1974 University of Nebraska Medical Center, M.P.A. 1984 University of Nebraska at Omaha.

**Clinical Instructors**
Stephanie M. Vas, Instructor and Clinical Education Coordinator, B.S. 2010 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](http://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>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYTO 701</td>
<td>Introduction to Cytology, Cytopreparation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CYTO 702</td>
<td>Cytology/Female Genital Tract</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CYTO 703</td>
<td>Cytology/Respiratory Tract</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CYTO 704</td>
<td>Cytology/Urinary Tract</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CYTO 705</td>
<td>Cytology/Body Fluids &amp; Cerebrospinal Fluid</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PAMM 690</td>
<td>Pathology, Biology of Disease</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>SAHP 723</td>
<td>Principles of Critical Inquiry</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SEMESTER HOURS for FALL SEMESTER</strong></td>
<td></td>
<td></td>
<td><strong>16</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYTO 710</td>
<td>Cytology/Gastrointestinal Tract</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CYTO 711</td>
<td>Fine Needle Aspiration Cytology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CYTO 712</td>
<td>Immunocytochemistry</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CYTO 713</td>
<td>Cytology Laboratory Management</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CYTO 714</td>
<td>Cytotechnology Clinical Practicum</td>
<td>6</td>
<td></td>
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<tr>
<td><strong>TOTAL SEMESTER HOURS for SPRING SEMESTER</strong></td>
<td></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYTO 714</td>
<td>Cytotechnology Clinical Practicum</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SEMESTER HOURS for SUMMER SEMESTER</strong></td>
<td></td>
<td></td>
<td><strong>4</strong></td>
</tr>
<tr>
<td><strong>TOTAL CYTOTECHNOLOGY CURRICULUM</strong></td>
<td></td>
<td></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: [www.unmc.edu/alliedhealth/ct_tuition.htm](http://www.unmc.edu/alliedhealth/ct_tuition.htm).

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:

**Professors**

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

**Associate Professors**

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

**Assistant Professors**

Maheswari S. Mukherjee, Assistant Professor and Educational Coordinator, 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 School of Allied Health Professions (SAHP) of the College of Medicine. All courses taken in the DMS program apply toward a Bachelor of Science degree in Radiation Science Technology 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. All didactic courses are completed on the UNMC campus. The majority of clinical education is completed at The Nebraska Medical Center Hospital and Clinics. 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 Neurosonology 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
Clearwater, FL 33756
Phone: 727.210.2350
Website: www.caahep.org

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
  • Sectional Anatomy

d. Degree Requirements
A minimum of 120 semester hours are required to graduate with a Bachelor of Science degree in Radiation Science Technology.

e. Curriculum

<table>
<thead>
<tr>
<th>Fall Semester (First Semester)</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course #</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>RSTE 312S</td>
<td>Applied Ultrasound Technology I</td>
</tr>
<tr>
<td>RSTE 314S</td>
<td>Diagnostic Film Review I</td>
</tr>
<tr>
<td>RSTE 331S</td>
<td>Obstetrical Conference I</td>
</tr>
<tr>
<td>RSTE 332S</td>
<td>Gastrointestinal Ultrasound</td>
</tr>
<tr>
<td>RSTE 401S</td>
<td>Ultrasound Physics I</td>
</tr>
<tr>
<td>RSTE 415S</td>
<td>Orientation to DMS</td>
</tr>
<tr>
<td>SAHP 423</td>
<td>Principles of Critical Inquiry</td>
</tr>
<tr>
<td><strong>TOTAL SEMESTER HOURS for FALL SEMESTER</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester (Second Semester)</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course #</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>RSTE 402S</td>
<td>Applied Ultrasound Technology II</td>
</tr>
<tr>
<td>RSTE 403S</td>
<td>Diagnostic Film Review II</td>
</tr>
<tr>
<td>RSTE 405S</td>
<td>Obstetrical Conference II</td>
</tr>
<tr>
<td>RSTE 407S</td>
<td>Advanced Obstetrical Ultrasound</td>
</tr>
<tr>
<td>RSTE 408S</td>
<td>Gynecological Ultrasound</td>
</tr>
<tr>
<td>RSTE 409S</td>
<td>Genitourinary Ultrasound</td>
</tr>
<tr>
<td>RSTE 419S</td>
<td>Professional Projects I</td>
</tr>
<tr>
<td>RSTE 451S</td>
<td>Ultrasound Physics II</td>
</tr>
<tr>
<td><strong>TOTAL SEMESTER HOURS for SPRING SEMESTER</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Semester (Third Semester)</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course #</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>RSTE 421S</td>
<td>Professional Projects II</td>
</tr>
<tr>
<td>RSTE 452S</td>
<td>Applied Ultrasound Technology III</td>
</tr>
<tr>
<td>RSTE 453S</td>
<td>Obstetrical Conference III</td>
</tr>
<tr>
<td>RSTE 454S</td>
<td>Diagnostic Film Review III</td>
</tr>
<tr>
<td>RSTE 455S</td>
<td>High Resolution Sonography</td>
</tr>
<tr>
<td>RSTE 456S</td>
<td>Neurosonography</td>
</tr>
<tr>
<td><strong>TOTAL SEMESTER HOURS for SUMMER SEMESTER</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td><strong>TOTAL DIAGNOSTIC MEDICAL SONOGRAPHY CURRICULUM</strong></td>
<td><strong>42</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: [www.unmc.edu/alliedhealth/dms_tuition.htm](http://www.unmc.edu/alliedhealth/dms_tuition.htm).

g. Program-Specific Policies & Procedures
All Diagnostic Medical Sonography 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) Program, it is your responsibility to read this DMS-specific Policies & Procedures section. You are also required to read the SAHP Student Handbook (http://www.unmc.edu/alliedhealth/docs/SAHPHandbook.pdf) and the UNMC Student Handbook (http://net.unmc.edu/care/docs/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 School 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 immediate academic probation. Students who do not show immediate rectification of the problems will be put 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 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 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 ER 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 SAHP Academic & Student Affairs), or
   c. withdraw from the program (form available from SAHP 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.

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

1. RSTE Uniform Dress Code will apply at all clinical affiliate sites.
2. Uniforms must be neat and clean at all times.
3. Students must be in complete uniform while in their clinical rotations.
4. The Uniform Dress Code is as follows:
   a. Proper hospital ID must be worn at all times.
   b. Navy scrub pants and navy scrub shirt with or without navy scrub jacket, or solid white lab coat are acceptable for RSTE students. The RSTE Division patch must be worn on the left breast pocket of the outermost garment, including scrubs.
   c. Only solid white or gray T-shirts may be worn under scrubs.
   d. Program faculty will be responsible for determining if the student's uniform falls within the Uniform Dress Code.
5. General appearance and attire must be neat and clean at all times.
   a. Hair must be groomed.
      ▪ Males may wear mustaches and beards neatly trimmed.
      ▪ Hair worn longer than shoulder length must be pulled back to prevent interference with patient care.
   b. Closed-toed shoes with socks are required.
   c. Undergarments will not be visible or revealing.
   d. The wearing of scents (i.e., aftershave, cologne, perfume, etc.) is discouraged as a courtesy to sick patients, visitors and co-workers.
   e. Jewelry should be functionally appropriate and not excessive to the point that it distracts from the work environment or is dangerous to the employee and patient.
   f. Fingernails must be kept groomed.
      ▪ No artificial fingernails or extenders are allowed.
      ▪ Natural nails are to be maintained at a short (1/4 inch or less) length.
      ▪ If nail polish is worn, it must not be chipped or peeling.
g. The program director may use his or her discretion, based upon input from the clinical education site, on whether or not the piercing and/or tattoo is disruptive to the work environment. If the piercing/tattoo is deemed disruptive, then the student may be asked to remove or cover up the piercing/tattoo in question.

6. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating.

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, or a total of 48 hours for 3 semesters and 32 hours for 2 semesters per academic year. 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 year.
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. If there is unauthorized absenteeism, the student will be dismissed from the program.
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.

Compensation Time Guide
Provision of compensation time is intended to ensure fair, uniform, and impartial treatment for all students. 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. The following guidelines have been established to outline the procedures regarding compensation time.
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.

RSTE students will be given two hours of personal time per one hour of lecture when attending approved continuing education events at the district or local level.

RSTE students participating in professional conferences at state (i.e., NSRT, NSUS, etc.) and national (i.e., ASRT, RSNA, SNM, SDMS, etc.) level will not be awarded compensatory time, but will be excused from clinical rotations.

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 Senior Associate Dean of the School of Allied Health Professions (SAHP) will recognize student’s outstanding academic achievement for full-time study by placing students on the Associate 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 Associate 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 SAHP 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 SAHP 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:

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

Associate Professor
James B. Temme, Associate Professor and Associate Director of Radiation Science Technology Education Division, B.S. 1974 University of Nebraska Medical Center, M.P.A. 1984 University of Nebraska at Omaha.

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

Instructor
Kathryn Wampler, Adjunct Instructor and Clinical Education Coordinator, B.S. 2002 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 the any direction.

The Magnetic Resonance Imaging (MRI) program at UNMC offers students the opportunity to obtain classroom and clinical experience related directly to MRI. Upon completion of the 2 semester curriculum, graduates are awarded the Bachelor of Science in Radiation Science Technology degree and are eligible to sit for the MRI certification examination offered by the American Registry of Radiologic Technologists.

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

Students must successfully complete each course of the 2-semester 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 in Radiation Sciences Technology degree. 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 31 semester credit hours in the MRI Program.

e. Curriculum

Fall Semester (First Semester)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 410R</td>
<td>Sectional Anatomy &amp; Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>RSTE 419R</td>
<td>Introduction to MRI Physics</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 425R</td>
<td>MRI Positioning &amp; Protocols I</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 465R</td>
<td>MRI Clinical Rotations I</td>
<td>6</td>
</tr>
<tr>
<td>RSTE 467R</td>
<td>Special Projects</td>
<td>1</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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 411R</td>
<td>Sectional Anatomy &amp; Pathology II</td>
<td>4</td>
</tr>
<tr>
<td>RSTE 420R</td>
<td>MRI Physics</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 441R</td>
<td>MRI Positioning &amp; Protocols II</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 450R</td>
<td>Capstone Course</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 466R</td>
<td>MRI Clinical Rotations II</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER HOURS for SPRING SEMESTER 16

TOTAL MRI CURRICULUM 31

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: [www.unmc.edu/alliedhealth/mri_tuition.htm](http://www.unmc.edu/alliedhealth/mri_tuition.htm).

g. Program-Specific Policies & Procedures

All Magnetic Resonance Imaging students will be required to sign the Student Responsibility Statement located on the following page:
School 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 MRI Program-specific Policies & Procedures section. You are also required to read the SAHP Student Handbook (http://www.unmc.edu/alliedhealth/docs/SAHPHandbook.pdf) and the UNMC Student Handbook (http://net.unmc.edu/care/docs/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 School 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.

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 immediate academic probation. Students who do not show immediate rectification of the problems will be put 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 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 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 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 ER 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/The Nebraska Medical Center 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 SAHP Academic & Student Affairs), or
      c. withdraw from the program (form available from SAHP 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 at any time. (See form on following pages.)

**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.
# UNIVERSITY OF NEBRASKA MEDICAL CENTER
## DECLARATION OF PREGNANCY

| Name of Individual: |  |
| Social Security #: |  |
| 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: |  |
| 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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security #:</td>
<td></td>
</tr>
</tbody>
</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>
<tbody>
<tr>
<td>Name of Student Submitting the Withdrawal of Pregnancy Declaration Form:</td>
<td></td>
</tr>
</tbody>
</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>
<th>Date Signed:</th>
</tr>
</thead>
</table>
**Dress Code**

All students will dress in a professional manner, appropriate to the situation and according to the following guidelines:

1. RSTE Uniform Dress Code will apply at all clinical affiliate sites.
2. Uniforms must be neat and clean at all times.
3. Students must be in complete uniform while in their clinical rotations.
4. The Uniform Dress Code is as follows:
   a. Proper hospital ID, personnel monitoring device, and finger TLD rings, as required, must be worn at all times.
   b. Solid navy scrub pants and navy scrub shirt with or without navy scrub jacket, or solid white lab coat are acceptable for RSTE students. Radiography students located on the Grand Island campus are required to wear pewter scrubs with or without a solid pewter lab jacket. The RSTE Division patch must be worn on the left breast pocket of the outermost garment, including scrubs.
   c. Only solid white or gray T-shirts may be worn under scrubs. They will be tucked into the pants.
   d. Program faculty will be responsible for determining if the student’s uniform falls within the Uniform Dress Code.
5. General appearance and attire must be neat and clean at all times.
   a. Hair must be groomed.
      - Males may wear mustaches and beards neatly trimmed.
      - Hair worn longer than shoulder length must be pulled back to prevent interference with patient care.
   b. Closed-toed shoes with socks are required. Feet will be covered at all times with socks or nylons, as appropriate.
   c. Undergarments will not be visible or revealing.
   d. The wearing of scents (i.e., aftershave, cologne, perfume, etc.) is discouraged as a courtesy to sick patients, visitors and co-workers.
   e. Jewelry should be functionally appropriate and not excessive to the point that it distracts from the work environment or is dangerous to the employee and patient.
   f. Fingernails must be kept groomed.
      - No artificial fingernails or extenders are allowed.
      - Natural nails are to be maintained at a short (1/4 inch or less) length.
      - If nail polish is worn, it must not be chipped or peeling.
   g. The program director may use his or her discretion, based upon input from the clinical education site, on whether or not the piercing and/or tattoo is disruptive to the work environment. If the piercing/tattoo is deemed disruptive, then the student may be asked to remove or cover up the piercing/tattoo in question.
6. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating.
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, or a total of 48 hours for 3 semesters and 32 hours for 2 semesters per academic year. 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 year.
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. If there is unauthorized absenteeism, the student will be dismissed from the program.
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.

Compensation Time Guide
Provision of compensation time is intended to ensure fair, uniform, and impartial treatment for all students. 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. The following guidelines have been established to outline the procedures regarding compensation time.
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.

RSTE students will be given two hours of personal time per one hour of lecture when attending approved continuing education events at the district or local level.

RSTE students participating in professional conferences at state (i.e., NSRT, NSUS, etc.) and national (i.e., ASRT, RSNA, SNM, SDMS, etc.) level will not be awarded compensatory time, but will be excused from clinical rotations.

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 Senior Associate Dean of the School of Allied Health Professions (SAHP) will recognize student’s outstanding academic achievement for full-time study by placing students on the Associate Dean’s List each semester. Criteria for the Dean’s List are as follows:

1. Only degree-seeking undergraduate students enrolled in the School of Allied Health Professions for twelve or more hours any one semester are eligible for the Associate 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 SAHP 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 SAHP 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 CT/MRI Program is as follows:

Professors
Shahid M. Hussain, Professor and Medical Advisor, MD Erasmus University Rotterdam.

Craig William Walker, Professor and Medical Director of Radiation Sciences Technology Education Division, MD University of Arkansas for Medical Sciences.

Associate Professors
James B. Temme, Associate Professor and Associate Director of Radiation Sciences Technology Education Division, B.S. 1974 University of Nebraska Medical Center, M.P.A. 1984 University of Nebraska at Omaha.

Clinical Instructors
Stephanie M. Vas, Instructor and Clinical Education Coordinator, B.S. 2010 University of Nebraska Medical Center.
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, schools, 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.
Fall Semester (First Semester)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNED 777</td>
<td>Medical Nutrition &amp; Diagnosis Related Care</td>
<td>3</td>
</tr>
<tr>
<td>MNED 875</td>
<td>Research Methods in Medical Nutrition I</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 956</td>
<td>Community Nutrition</td>
<td>3</td>
</tr>
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</table>

TOTAL SEMESTER HOURS for FALL SEMESTER 9

Spring Semester (Second Semester)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNED 773</td>
<td>Clinical Nutrition Management</td>
<td>2</td>
</tr>
<tr>
<td>MNED 779</td>
<td>Nutrition Therapy Practicum</td>
<td>3</td>
</tr>
<tr>
<td>MNED 975</td>
<td>Applied Medical Nutrition Research II</td>
<td>3</td>
</tr>
<tr>
<td>MNED 977</td>
<td>Medical Nutrition &amp; the Nutrition Care Process</td>
<td>3</td>
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</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: [www.unmc.edu/alliedhealth/mne_tuition.htm](http://www.unmc.edu/alliedhealth/mne_tuition.htm).

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.
Section I. Appendices

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 School of Allied Health Professions of the College of Medicine. 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 in Radiation Science Technology and 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

c. 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. Following completion of the NMT professional component, students must complete an additional semester of study in clinical computed tomography. This semester allows students the opportunity to study the principles of computed tomography and prove clinical competency, obtaining required clinical exam competencies needed to sit for the CT certification exam. Students may be board eligible in CT after this semester, potentially meeting requirements to sit for board certification in CT. Upon graduation from the program students have the potential of having three board certifications (R/NM/CT). Students who have already completed the equivalent of the CT semester may have the requirement waived.

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.

<table>
<thead>
<tr>
<th>Fall Semester (First Semester)</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td><strong>Course #</strong></td>
<td><strong>Course Title</strong></td>
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<tr>
<td>RSTE 410R</td>
<td>Sectional Anatomy &amp; Pathology I</td>
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<tr>
<td>RSTE 412N</td>
<td>Clinical Procedures &amp; Diagnosis I</td>
</tr>
<tr>
<td>RSTE 414N</td>
<td>Instrumentation I</td>
</tr>
<tr>
<td>RSTE 415N</td>
<td>Radiopharmacy I</td>
</tr>
<tr>
<td>RSTE 421N</td>
<td>Applied Nuclear Medicine Technology I</td>
</tr>
<tr>
<td>RSTE 430N</td>
<td>Nuclear Medicine Professional Projects I</td>
</tr>
<tr>
<td>RSTE 464N</td>
<td>Independent Studies</td>
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<tr>
<td>SAHP 423</td>
<td>Principles of Critical Inquiry</td>
</tr>
<tr>
<td>SAHP 430</td>
<td>Scanning the Health Care Environment</td>
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**TOTAL SEMESTER HOURS for FALL SEMESTER** 18

<table>
<thead>
<tr>
<th>Spring Semester (Second Semester)</th>
<th>Credit</th>
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<tbody>
<tr>
<td><strong>Course #</strong></td>
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<tr>
<td>RSTE 411R</td>
<td>Sectional Anatomy &amp; Pathology II</td>
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<tr>
<td>RSTE 418N</td>
<td>Radiopharmacy II</td>
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<td>RSTE 422N</td>
<td>Clinical Procedures &amp; Diagnosis II</td>
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<tr>
<td>RSTE 423N</td>
<td>Instrumentation II</td>
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<tr>
<td>RSTE 424N</td>
<td>Applied Nuclear Medicine Technology II</td>
</tr>
<tr>
<td>RSTE 431N</td>
<td>Nuclear Medicine Professional Projects II</td>
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<tr>
<td>RSTE 438N</td>
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<td>SAHP 431</td>
<td>Management in Health Care</td>
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**TOTAL SEMESTER HOURS for SPRING SEMESTER** 19
### Summer Semester (Third Semester)

<table>
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<th>Course Code</th>
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<tr>
<td>RSTE 425N</td>
<td>Applied Nuclear Medicine Technology III (6-11)</td>
<td>8</td>
</tr>
<tr>
<td>RSTE 432N</td>
<td>Nuclear Medicine Professional Projects III</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 420T</td>
<td>Independent Studies (PET only)</td>
<td>1</td>
</tr>
<tr>
<td>SAHP 415</td>
<td>Communication &amp; Cultural Competency</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SUMMER SEMESTER** 12

### Fall Semester (Fourth Semester)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 400R</td>
<td>CT Protocols &amp; CSA</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 428R</td>
<td>CT Physics and Systems</td>
<td>1</td>
</tr>
<tr>
<td>RSTE 450N</td>
<td>Clinical Computed Tomography</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for FALL SEMESTER** 9

**TOTAL NUCLEAR MEDICINE TECHNOLOGY CURRICULUM** 58

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**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: [www.unmc.edu/alliedhealth/nmt_tuition.htm](http://www.unmc.edu/alliedhealth/nmt_tuition.htm).

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

All Nuclear Medicine Technology 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 NMT Program-specific Policies & Procedures section. You are also required to read the rest of this SAHP Student Handbook (this document) and the UNMC Student Handbook (http://net.unmc.edu/care/docs/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 School of Allied Health Professions Student Handbook (http://www.unmc.edu/alliedhealth/docs/SAHPHandbook.pdf), 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 immediate academic probation. Students who do not show immediate rectification of the problems will be put 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 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 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 ER 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/The Nebraska Medical Center 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 SAHP Academic & Student Affairs), or
   c. withdraw from the program (form available from SAHP 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. (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>Social Security #:</td>
<td></td>
</tr>
<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></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 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).

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

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

<table>
<thead>
<tr>
<th>Name of Individual:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security #:</td>
<td></td>
</tr>
</tbody>
</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: 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>

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# RECEIPT OF WITHDRAWAL OF DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Supervisor:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Student Submitting the Withdrawal of Pregnancy Declaration Form:</td>
<td></td>
</tr>
</tbody>
</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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Signed:</td>
<td></td>
</tr>
</tbody>
</table>
Dress Code
All students will dress in a professional manner, appropriate to the situation and according to the following guidelines:

1. RSTE Uniform Dress Code will apply at all clinical affiliate sites.
2. Uniforms must be neat and clean at all times.
3. Students must be in complete uniform while in their clinical rotations.
4. The Uniform Dress Code is as follows:
   a. Proper hospital ID, personnel monitoring device, and finger TLD rings, as required, must be worn at all times.
   b. Navy scrub pants and navy scrub shirt with or without navy scrub jacket, or solid white lab coat are acceptable for RSTE students. Radiography students located on the Grand Island campus are required to wear pewter scrubs with or without a solid pewter lab jacket. The RSTE Division patch must be worn on the left breast pocket of the outermost garment, including scrubs.
   c. Only solid white T-shirts or turtlenecks may be worn under scrubs. They will be tucked into the pants.
   d. Solid white T-shirts or turtlenecks may be worn in lieu of a scrub top. A navy scrub jacket or solid white lab coat must be worn with this top.
   e. Nuclear Medicine Technology students will wear a navy scrub jacket, or solid white lab jacket or solid white lab coat as protective clothing while working with radioactive materials.
   f. Program faculty will be responsible for determining if the student’s uniform falls within the Uniform Dress Code.
5. General appearance and attire must be neat and clean at all times.
   a. Hair must be groomed.
      ▪ Males may wear mustaches and beards neatly trimmed.
      ▪ Hair worn longer than shoulder length must be pulled back to prevent interference with patient care.
   b. Closed-toed shoes with socks are required. Feet will be covered at all times with socks or nylons, as appropriate.
   c. Undergarments will not be visible or revealing.
   d. The wearing of scents (i.e., aftershave, cologne, perfume, etc.) is discouraged as a courtesy to sick patients, visitors and co-workers.
   e. Jewelry should be functionally appropriate and not excessive to the point that it distracts from the work environment or is dangerous to the employee and patient.
   f. Fingernails must be kept groomed.
      ▪ No artificial fingernails or extenders are allowed.
      ▪ Natural nails are to be maintained at a short (1/4 inch or less) length.
      ▪ If nail polish is worn, it must not be chipped or peeling.
   g. The program director may use his or her discretion, based upon input from the clinical education site, on whether or not the piercing and/or tattoo is disruptive to the work environment. If the piercing/tattoo is deemed disruptive, then the student may be asked to remove or cover up the piercing/tattoo in question.
6. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating.
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, or a total of 48 hours for 3 semesters and 32 hours for 2 semesters per academic year. 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 year.
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. If there is unauthorized absenteeism, the student will be dismissed from the program.
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.

Compensation Time Guide
Provision of compensation time is intended to ensure fair, uniform, and impartial treatment for all students. 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. The following guidelines have been established to outline the procedures regarding compensation time.
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.

RSTE students will be given two hours of personal time per one hour of lecture when attending approved continuing education events at the district or local level.

RSTE students participating in professional conferences at state (i.e., NSRT, NSUS, etc.) and national (i.e., ASRT, RSNA, SNM, SDMS, etc.) level will not be awarded compensatory time, but will be excused from clinical rotations.

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 Senior Associate Dean of the School of Allied Health Professions (SAHP) will recognize student’s outstanding academic achievement for full-time study by placing students on the Associate Dean’s List each semester. Criteria for the Dean’s List are as follows:

1. Only degree-seeking undergraduate students enrolled in the School of Allied Health Professions for twelve or more hours any one semester are eligible for the Associate 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 SAHP 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 SAHP 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 Nuclear Medicine Technology Program is as follows:

Professors:
Jordan H. Hankins, Professor of Radiology, Courtesy Professor and Medical Advisor in Nuclear Medicine Technology Education, B.S. 1969 University of Chattanooga, M.D. 1975 University of Mississippi School of Medicine.

Associate Professor
James B. Temme, Associate Professor and Associate Director of Radiation Science Technology Education Division, B.S. 1974 University of Nebraska Medical Center, M.P.A. 1984 University of Nebraska at Omaha.

Instructors:
Christina Araujo, Adjunct Instructor and Co-Clinical Coordinator, B.S. 2006 University of Nebraska Medical Center.

Marcia Hess Smith, Instructor and Program Director, 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, 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 School of Allied Health Professions of the College of Medicine. 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 School 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 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 admission 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 re-apply 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 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 either Chadron State College or Wayne State College, 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 school 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:

   **Chadron State College**  
   Health Professions Office, School of Science and Math  
   Chadron, NE 69337  
   Phone: (308) 432-6278  
   Website: [http://www.csc.edu/sci/healthprofessions/index.html](http://www.csc.edu/sci/healthprofessions/index.html)

   **Wayne State College**  
   1111 Main Street  
   Wayne, NE 68787  
   Phone: (402) 375-7329, or toll-free (800) 228-9972  
   Website: [http://www.wsc.edu/schools/nss/pscm/rhop](http://www.wsc.edu/schools/nss/pscm/rhop)

3. **NU PATHS Admissions Track.** Nebraska University Pre-Admissions to the Health Sciences (NU-PATHS) is a collaborative program developed between the University of Nebraska-Lincoln, University of Nebraska Kearney, University of Nebraska at Omaha, and the University of Nebraska Medical Center.

   The NU-PATHS program assists selected students in their undergraduate pre-health curricula at one of the NU undergraduate campuses and guarantees admission to the selected UNMC program upon successful and timely completion of their undergraduate pre-professional program of study.

   The purpose of NU-PATHS is to recruit and educate academically talented students who demonstrate, through life experiences and personal motivation, a desire to become health care professionals who are willing to serve persons in need of health care in medically underserved communities.

   Prerequisites include US citizenship or permanent resident status, current full-time enrollment in an undergraduate program at UNK, UNL, or UNO who have completed between 13 and 60 college credit hours, and minimum GPA requirements.

   The following, while not requirements, are factors that may be considered:

   - Person who shows a demonstrated or sustained commitment to providing service, as a health care/research professional, to urban and other communities and neighborhoods in need of health care services.

   - Individual from an environment of educational or economic disadvantage.
Individual who demonstrates an active involvement in communities and neighborhoods where opportunities are diminished, especially those opportunities to receive the benefits of health care and health care research.

Superior academic performance.

Proficiency in languages spoken in communities with health care needs.

Nebraska resident.

Prospective NU-PATHS program applicants must complete and submit an application packet by February 1 to the selected NU undergraduate institution. The application packet must include written essays, high school transcript, class rank and grade point average as well as four letters of reference, and ACT or SAT scores.

For additional information on NU-PATHS at any of the University of Nebraska campuses, go to the web pages listed below:

University of Nebraska Kearney NU-PATHS Program
http://www.unk.edu/acad/health_prog/

University of Nebraska-Lincoln NU-PATHS Program
http://www.unl.edu/ous/student_programs/nupaths.shtml

University of Nebraska at Omaha NU-PATHS Program
http://www.ses.unomaha.edu/finaid/scholarship_info.php

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 www.unmc.edu/alliedhealth/pt.

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 and Student Development Center
Bennett Hall room 6001
Phone: (402)559-5553
Website: 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 School and Professional Meetings: Student attendance is required at the program’s All-School Meetings. As a graduation requirement, 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.
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>Credit Hours</th>
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<tbody>
<tr>
<td>CIP 606</td>
<td>Physiology</td>
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<tr>
<td>GCB 571</td>
<td>Structure of Human Body</td>
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<tr>
<td>PHYT 502</td>
<td>Foundations of Physical Therapy Practice</td>
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TOTAL SEMESTER HOURS for FALL SEMESTER 18
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<th>Semester</th>
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<td>Musculoskeletal Physical Therapy I</td>
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<td>PHYT 511</td>
<td>Integumentary Physical Therapy</td>
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<td>PHYT 512</td>
<td>Neuromuscular Physical Therapy I</td>
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<td>PHYT 550</td>
<td>Clinical Education I</td>
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<td></td>
<td>PHYT 640</td>
<td>Critical Inquiry I</td>
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<td>PHYT 506</td>
<td>Functional Mobility</td>
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<td>PHYT 510</td>
<td>Physical Agents</td>
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<td>PHYT 522</td>
<td>Psychosocial Aspects of Health Care</td>
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<td><strong>TOTAL SEMESTER HOURS for SUMMER SEMESTER</strong></td>
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<td>Pharmacology for Health Professionals</td>
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<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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<tr>
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<td>PHYT 614</td>
<td>Physical Therapy Management of Individuals with Chronic Health Conditions</td>
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<td>PHYT 616</td>
<td>Neuromuscular Physical Therapy II</td>
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<td>PHYT 630</td>
<td>Prevention and Wellness</td>
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<td>PHYT 612</td>
<td>Pediatric Physical Therapy</td>
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<td>PHYT 615</td>
<td>Concepts of Therapeutic Exercise for Rehabilitation</td>
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<td>PHYT 617</td>
<td>Neuromuscular Physical Therapy III</td>
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<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>
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<td>PHYT 740</td>
<td>Critical Inquiry II</td>
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<td>Clinical Education II</td>
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<td>Fall Semester</td>
<td>PHYT 720</td>
<td>Differential Diagnosis I</td>
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<td>PHYT 722</td>
<td>Practice Management Skills in Physical Therapy II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PHYT 726</td>
<td>Instructional Development in Health Professions</td>
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<tr>
<td></td>
<td>PHYT 727</td>
<td>Differential Screening for Physical Therapists</td>
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<td>PHYT 750</td>
<td>Clinical Education III</td>
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<td>Clinical Education IV</td>
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<td>PHYT 752</td>
<td>Clinical Education V</td>
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<td><strong>TOTAL PHYSICAL THERAPY CURRICULUM</strong></td>
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</tr>
</tbody>
</table>
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: www.unmc.edu/alliedhealth/pt_tuition.htm.

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, B.S. 1988 University of Nebraska Medical Center, PhD 1994 University of Nebraska Medical Center.


Kyle P. Meyer, Associate Professor and Senior Associate 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.

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.

Kathleen A. Burke, Courtesy Assistant Professor, B.S. 1991 Missouri State University, M.S. 1993 Missouri State University, Ph.D. 2002 Indiana University, NIMH Postdoctoral Fellow 2002-2004, Yale University School of Medicine.

Assistant Professors continued


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.

Instructors
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, schools, 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 Schools. 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. may also be taken for a total of 8 sem. hours.
  Immunology is strongly recommended.

- **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)

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CIP 606</td>
<td>Physiology</td>
<td>6</td>
</tr>
<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>
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<td><strong>TOTAL SEMESTER HOURS for FALL SEMESTER</strong></td>
<td><strong>21</strong></td>
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</tbody>
</table>

PHASE I. Spring Semester (First Year / Semester 2)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CLS 500</td>
<td>Application and Interpretation of Clinical Laboratory Data</td>
<td>2</td>
</tr>
<tr>
<td>CLS 511</td>
<td>Medical Microbiology</td>
<td>2</td>
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<tr>
<td>PHAR 507</td>
<td>Pharmacology</td>
<td>5</td>
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<tr>
<td>PHAS 630</td>
<td>Clinical Skills I</td>
<td>2</td>
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<tr>
<td>PHAS 632</td>
<td>Communication in Medicine I</td>
<td>2</td>
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<tr>
<td>PHAS 650</td>
<td>Adult &amp; Pediatric Medicine I</td>
<td>8</td>
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<td><strong>TOTAL SEMESTER HOURS for SPRING SEMESTER</strong></td>
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PHASE I. Summer Semester (First Year / Semester 3)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>PHAS 635</td>
<td>Clinical Skills II</td>
<td>2</td>
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<tr>
<td>PHAS 637</td>
<td>Communication in Medicine II</td>
<td>1</td>
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<tr>
<td>PHAS 645</td>
<td>Behavioral Medicine</td>
<td>4</td>
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<tr>
<td>PHAS 655</td>
<td>Adult and Pediatric Medicine II</td>
<td>11</td>
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<tr>
<td>PHAS 660</td>
<td>Medical Ethics</td>
<td>1</td>
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<tr>
<td>PHAS 665</td>
<td>Systems in Health Care and Management</td>
<td>1</td>
</tr>
<tr>
<td>PHAS 670</td>
<td>Research Applications in Medicine</td>
<td>1</td>
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<tr>
<td></td>
<td><strong>TOTAL SEMESTER HOURS for SUMMER SEMESTER</strong></td>
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</table>
PHASE II. Fall Semester (Second Year / Semester 4)
PHAS 700  Clinical Education/Clerkships (by arrangement)  12

TOTAL SEMESTER HOURS for FALL SEMESTER  12

PHASE II. Spring Semester (Second Year / Semester 5)
PHAS 700  Clinical Education/Clerkships (by arrangement)  16

TOTAL SEMESTER HOURS for SPRING SEMESTER  16

PHASE II. Summer Semester (Second Year / Semester 6)
PHAS 700  Clinical Education/Clerkships  16

TOTAL SEMESTER HOURS for SUMMER SEMESTER  16

PHASE II. Fall Semester (Third Year / Semester 7)
PHAS 700  Clinical Education/Clerkships  16

TOTAL SEMESTER HOURS for FALL SEMESTER  16

TOTAL PHYSICAL THERAPY CURRICULUM  123

Required Clerkships

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

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<tr>
<td>PHAS 721</td>
<td>Cardiology Elective</td>
<td>4</td>
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<tr>
<td>PHAS 722</td>
<td>Endocrinology Elective</td>
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<td>PHAS 723</td>
<td>Gastroenterology Elective</td>
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<tr>
<td>PHAS 724</td>
<td>Infectious Disease Elective</td>
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<td>PHAS 725</td>
<td>Nephrology Elective</td>
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<tr>
<td>PHAS 726</td>
<td>Oncology/Hematology Elective</td>
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<tr>
<td>PHAS 727</td>
<td>Pulmonary Medicine Elective</td>
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<tr>
<td>PHAS 728</td>
<td>Rheumatology Elective</td>
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<td>PHAS 729</td>
<td>Cardiovascular Surgery Elective</td>
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<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>
<td>PHAS 735</td>
<td>Orthopedic Spine Surgery Elective</td>
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<tr>
<td>PHAS 736</td>
<td>Plastic Surgery Elective</td>
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<td>PHAS 737</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>
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<td>PHAS 746</td>
<td>Neurology Elective</td>
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</tr>
<tr>
<td>PHAS 749</td>
<td>Otolaryngology Elective</td>
<td>4</td>
</tr>
<tr>
<td>PHAS 751</td>
<td>Rehabilitative Medicine Elective</td>
<td>4</td>
</tr>
<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>
</tr>
</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: www.unmc.edu/alliedhealth/pa_tuition.htm.

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:

**Professor**
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.
Vernon R. Bruce, Adjunct Assistant Professor, M.D. 1964, University of Texas.
Tamara Dolphens, Assistant Professor, B.S. 2002 University of Nebraska-Lincoln, MPAS 2004 University of Nebraska Medical Center.
Thomas J. Grothe, Assistant Professor, B.S. 1974, B.S. 1975 University of Nebraska at Kearney, B.S. 1985 University of Nebraska Medical Center, MPA 1992 University of Nebraska at Omaha.
Erin Hoffman, Assistant Professor, B.A. 1999 University of Nebraska-Lincoln, MPAS 2002 University of Nebraska Medical Center.
Bonnie I. Shearer, Assistant Professor, B.S.(PA) 1976 University of Nebraska Medical Center, M.S. 1986 University of Nebraska at Omaha, MPAS 1996 University of Nebraska Medical Center.
Stephane VanderMeulen, Assistant Professor, MPAS 1994 University of Nebraska Medical Center, B.S. 2007 Wayne State College.

**Instructors**
Paty Scholting, Instructor, B.S. 2000 Des Moines University of Osteopathic Medicine.
i. Interservice 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**

<table>
<thead>
<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>
</tr>
<tr>
<td>IPAP 503</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>IPAP 504</td>
<td>Clinical Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>IPAP 506</td>
<td>Med / Law Ethics</td>
<td>2</td>
</tr>
<tr>
<td>IPAP 608</td>
<td>Research Evaluation</td>
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**TOTAL SEMESTER HOURS for FRESHMAN SEMESTER** 23

**PHASE ONE. Sophomore Semester**

<table>
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<tbody>
<tr>
<td>IPAP 501</td>
<td>Anatomy and Physiology II</td>
<td>7</td>
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<tr>
<td>IPAP 505</td>
<td>Pathology</td>
<td>3</td>
</tr>
<tr>
<td>IPAP 602</td>
<td>Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td>IPAP 603</td>
<td>Radiology</td>
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<tr>
<td>IPAP 604</td>
<td>Psychiatry</td>
<td>3</td>
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<td>IPAP 606</td>
<td>EKG</td>
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<tr>
<td>IPAP 611</td>
<td>Endocrinology</td>
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</tr>
<tr>
<td>IPAP 623</td>
<td>Military Public Health / Dental</td>
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<tr>
<td>IPAP 631</td>
<td>Patient Evaluation I</td>
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**TOTAL SEMESTER HOURS for SOPHOMORE SEMESTER** 27
### PHASE ONE. Junior Semester

<table>
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<tbody>
<tr>
<td>IPAP 605</td>
<td>Orthopedics</td>
<td>4</td>
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<tr>
<td>IPAP 607</td>
<td>Pulmonary</td>
<td>2</td>
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<tr>
<td>IPAP 609</td>
<td>Gastroenterology</td>
<td>2</td>
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<tr>
<td>IPAP 610</td>
<td>Cardiology</td>
<td>4</td>
</tr>
<tr>
<td>IPAP 612</td>
<td>Clinical Correlations I</td>
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</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>
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<tr>
<td>IPAP 632</td>
<td>Patient Evaluation II</td>
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**TOTAL SEMESTER HOURS for JUNIOR SEMESTER**: 24

### PHASE ONE. Senior Semester

<table>
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<tr>
<td>IPAP 600</td>
<td>Hematology/Oncology</td>
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<tr>
<td>IPAP 613</td>
<td>Clinical Correlations II</td>
<td>1</td>
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<tr>
<td>IPAP 615</td>
<td>Surgery</td>
<td>4</td>
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<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>
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<tr>
<td>IPAP 619</td>
<td>Infectious Diseases</td>
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<td>IPAP 622</td>
<td>Genitourinary</td>
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<tr>
<td>IPAP 624</td>
<td>PA Professional Issues</td>
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<tr>
<td>IPAP 628</td>
<td>Otolaryngology/Ophthalmology</td>
<td>2</td>
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<tr>
<td>IPAP 629</td>
<td>Gerontology/Rheumatology</td>
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**TOTAL SEMESTER HOURS for SENIOR SEMESTER**: 26

### PHASE TWO.

<table>
<thead>
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<tbody>
<tr>
<td>IPAP 700</td>
<td>Surgery Rotation</td>
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<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>
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<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>
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<td>IPAP 708</td>
<td>Ophthalmology Rotation</td>
<td>2</td>
</tr>
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<td>IPAP 709</td>
<td>Emergency Medicine Rotation</td>
<td>3</td>
</tr>
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<td>IPAP 710</td>
<td>Family Practice/Outpatient Medicine Rotation</td>
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<td>IPAP 711</td>
<td>Clinical Elective Rotation</td>
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<td>IPAP 712</td>
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**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, School 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-credentialed 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 in Radiation Science Technology degree 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
Chicago, IL  60606-3182
Phone: 312.704.5300
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 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 42 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. Students must transfer in a minimum of 15 semester credit hours of specific prerequisite coursework, and will be awarded up to 60 semester credit hours for their radiography program.

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 436T</td>
<td>Applied Radiation Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 405T</td>
<td>Orientation to Radiation Therapy</td>
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</tr>
<tr>
<td>RSTE 408T</td>
<td>Radiation Therapy Physics</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 414T</td>
<td>Sectional Anatomy &amp; Pathology I</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 424T</td>
<td>Clinical Oncology I</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 428T</td>
<td>Principles and Practice of Radiation Therapy</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 430T</td>
<td>Patient Care</td>
<td>1</td>
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<tr>
<td>SAHP 423</td>
<td>Principles of Critical Inquiry</td>
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TOTAL SEMESTER HOURS for FALL SEMESTER 15

Spring Semester (Second Semester)

<table>
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<tr>
<td>RSTE 415T</td>
<td>Sectional Anatomy &amp; Pathology II</td>
<td>2</td>
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<tr>
<td>RSTE 425T</td>
<td>Clinical Oncology II</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 435T</td>
<td>Treatment Planning &amp; Delivery</td>
<td>3</td>
</tr>
<tr>
<td>RSTE 438N</td>
<td>Advanced Radiation Biology</td>
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<tr>
<td>RSTE 439T</td>
<td>Applied Radiation Therapy II</td>
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TOTAL SEMESTER HOURS for SPRING SEMESTER 13

Summer Semester (Third Semester)

<table>
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<tr>
<td>RSTE 442T</td>
<td>Professional Projects</td>
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<tr>
<td>RSTE 443T</td>
<td>Applied Radiation Therapy III</td>
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</tr>
<tr>
<td>RSTE 444T</td>
<td>Operational Issues in Oncology</td>
<td>2</td>
</tr>
<tr>
<td>RSTE 445T</td>
<td>Comprehensive Seminar and Board Review</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER HOURS for SUMMER SEMESTER 13

TOTAL RADIATION THERAPY CURRICULUM 41

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: www.unmc.edu/alliedhealth/rtt_tuition.htm.

g. Program-Specific Policies & Procedures

All Radiation Therapy 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 Radiation Therapy Program-specific Policies & Procedures section. You are also required to read the rest of this SAHP Student Handbook (this document) and the UNMC Student Handbook (http://net.unmc.edu/care/docs/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 School 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.

Radiation Therapy Policy

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 immediate academic probation. Students who do not show immediate rectification of the problems will be put 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 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 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 ER 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/The Nebraska Medical Center 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 SAHP Academic & Student Affairs), or
   c. withdraw from the program (form available from SAHP 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. (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>Social Security #:</td>
<td></td>
</tr>
<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></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 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. 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>
<th>Date Signed:</th>
</tr>
</thead>
</table>
WITHDRAWAL OF PREGNANCY DECLARATION FORM

Name of Individual:  
Social Security #:  

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.

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

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

1. RSTE Uniform Dress Code will apply at all clinical affiliate sites.
2. Uniforms must be neat and clean at all times.
3. Students must be in complete uniform while in their clinical rotations.
4. The Uniform Dress Code is as follows:
   a. Proper hospital ID, personnel monitoring device, and finger TLD rings, as required, must be worn at all times.
   b. Solid navy scrub pants and navy scrub shirt with or without navy scrub jacket, or solid white lab coat are acceptable for RSTE students. Radiography students located on the Grand Island campus are required to wear pewter scrubs with or without a solid pewter lab jacket. The RSTE Division patch must be worn on the left breast pocket of the outermost garment, including scrubs.
   c. Only solid white or gray T-shirts may be worn under scrubs. They will be tucked into the pants.
   d. Program faculty will be responsible for determining if the student's uniform falls within the Uniform Dress Code.
5. General appearance and attire must be neat and clean at all times.
   a. Hair must be groomed.
      ▪ Males may wear mustaches and beards neatly trimmed.
      ▪ Hair worn longer than shoulder length must be pulled back to prevent interference with patient care.
   b. Closed-toed shoes with socks are required. Feet will be covered at all times with socks or nylons, as appropriate.
   c. Undergarments will not be visible or revealing.
   d. The wearing of scents (i.e., aftershave, cologne, perfume, etc.) is discouraged as a courtesy to sick patients, visitors and co-workers.
   e. Jewelry should be functionally appropriate and not excessive to the point that it distracts from the work environment or is dangerous to the employee and patient.
   f. Fingernails must be kept groomed.
      ▪ No artificial fingernails or extenders are allowed.
      ▪ Natural nails are to be maintained at a short (1/4 inch or less) length.
      ▪ If nail polish is worn, it must not be chipped or peeling.
   g. The program director may use his or her discretion, based upon input from the clinical education site, on whether or not the piercing and/or tattoo is disruptive to the work environment. If the piercing/tattoo is deemed disruptive, then the student may be asked to remove or cover up the piercing/tattoo in question.
6. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating.
**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, or a total of 48 hours for 3 semesters and 32 hours for 2 semesters per academic year. 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 year.
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. If there is unauthorized absenteeism, the student will be dismissed from the program.
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.

**Compensation Time Guide**
Provision of compensation time is intended to ensure fair, uniform, and impartial treatment for all students. 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. The following guidelines have been established to outline the procedures regarding compensation time.
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.

RSTE students will be given two hours of personal time per one hour of lecture when attending approved continuing education events at the district or local level.

RSTE students participating in professional conferences at state (i.e., NSRT, NSUS, etc.) and national (i.e., ASRT, RSNA, SNM, SDMS, etc.) level will not be awarded compensatory time, but will be excused from clinical rotations.

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 Senior Associate Dean of the School of Allied Health Professions (SAHP) will recognize student’s outstanding academic achievement for full-time study by placing students on the Associate Dean’s List each semester. Criteria for the Dean’s List are as follows:

1. Only degree-seeking undergraduate students enrolled in the School of Allied Health Professions for twelve or more hours any one semester are eligible for the Associate 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 SAHP 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 SAHP 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 Radiation Therapy Program is as follows:

Professor
Charles A. Enke, Courtesy Professor and Medical Advisor, B.S. 1981 Loras College, M.D. 1985 University of Iowa.

Associate Professor
Lisa A. Bartenhagen, Associate Professor and Program Director, B.S. 1990 University of Nebraska at Lincoln, B.S. 1993 University of Nebraska Medical Center, M.S. 2005 Midwestern State University.

James B. Temme, Associate Professor and Associate Director of Radiation Science Technology Education Division, B.S. 1974 University of Nebraska Medical Center, M.P.A. 1984 University of Nebraska at Omaha.

Assistant Professor
Iman M. Ahmad, Assistant Professor, B.Sc 1989 Kuwait University, Ph.D. 2003 University of Iowa.

Jana Koth, Assistant Professor and Clinical Education Coordinator, B.S. 1998 University of Nebraska Medical Center, MPH 2012 University of Nebraska Medical Center.

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. Students may study in Columbus, Grand Island, or Omaha.

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.

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

(c. 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 in Radiation Technology degree (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.

<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>NRSG 250</td>
<td>Principles of Care of Hospitalized Patient</td>
</tr>
<tr>
<td>RSTE 312R</td>
<td>Radiographic Technology I</td>
</tr>
<tr>
<td>RSTE 315R</td>
<td>Applied Radiographic Technology I (2-4)</td>
</tr>
<tr>
<td>RSTE 352R</td>
<td>Human Physiology I</td>
</tr>
<tr>
<td>RSTE 402R</td>
<td>Introduction to Radiation Physics</td>
</tr>
<tr>
<td>SAHP 426</td>
<td>Health Care Ethics and Critical Thinking</td>
</tr>
<tr>
<td>SAHP 445</td>
<td>Clinically Orientated Human Anatomy I</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for FALL SEMESTER** 18

<table>
<thead>
<tr>
<th>Spring Semester (Second Semester)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 308R</td>
<td>Introduction to Radiation Science Technology</td>
</tr>
<tr>
<td>RSTE 313R</td>
<td>Radiographic Technology II</td>
</tr>
<tr>
<td>RSTE 316R</td>
<td>Applied Radiographic Technology II (3-4)</td>
</tr>
<tr>
<td>RSTE 353R</td>
<td>Human Physiology II</td>
</tr>
<tr>
<td>RSTE 390R</td>
<td>Digital Imaging and PACS</td>
</tr>
<tr>
<td>SAHP 446</td>
<td>Clinically Orientated Human Anatomy II</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SPRING SEMESTER** 16

<table>
<thead>
<tr>
<th>Summer Semester (Third Semester)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTE 323R</td>
<td>Applied Radiographic Technology III (3-6)</td>
</tr>
<tr>
<td>RSTE 413R</td>
<td>Radiologic Contrast Agents</td>
</tr>
<tr>
<td>RSTE 428R</td>
<td>CT Physics and Systems</td>
</tr>
<tr>
<td>SAHP 415</td>
<td>Communication and Cultural Competency</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SUMMER SEMESTER** 9

<table>
<thead>
<tr>
<th>Fall Semester (Fourth Semester)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 311</td>
<td>Pathophysiology</td>
</tr>
<tr>
<td>RSTE 350R</td>
<td>Radiographic Pathology</td>
</tr>
<tr>
<td>RSTE 400R</td>
<td>CT Protocols and Cross Sectional Anatomy</td>
</tr>
<tr>
<td>RSTE 404R</td>
<td>Applied Radiographic Technology IV (2-4)</td>
</tr>
<tr>
<td>RSTE 414R</td>
<td>Health Physics</td>
</tr>
<tr>
<td>SAHP 423</td>
<td>Principles of Critical Inquiry</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for FALL SEMESTER** 13

<table>
<thead>
<tr>
<th>Spring Semester (Fifth Semester)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 331</td>
<td>Pathophysiology</td>
</tr>
<tr>
<td>NRSG 332</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>RSTE 305R</td>
<td>Special Projects</td>
</tr>
<tr>
<td>RSTE 355</td>
<td>Radiographic Pathology II</td>
</tr>
<tr>
<td>RSTE 407R</td>
<td>Radiographic Imaging Seminars</td>
</tr>
<tr>
<td>RSTE 408R</td>
<td>Applied Radiographic Technology V (4-6)</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS for SPRING SEMESTER** 16

**TOTAL RADIOGRAPHY CURRICULUM** 72
NOTE: Students who complete the Radiography Program at either the Columbus or Grand Island site may complete part of their coursework through an articulation with Central Community College in Nebraska as approved by the program director.

Additional Options

Upon completion of the Radiography curriculum, students may apply to a second certification program. These programs include: Cardiovascular Interventional Technology, Computed Tomography, Diagnostic Medical Sonography, Magnetic Resonance Imaging, Nuclear Medicine Technology, or Radiation Therapy.

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: www.unmc.edu/alliedhealth/rt_tuition.htm.

g. Program-Specific Policies & Procedures

All Radiography students will be required to sign the Student Responsibility Statement located on the following page:
School 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 Radiography Program-specific Policies & Procedures section. You are also required to read the rest of this SAHP Student Handbook (this document) and the UNMC Student Handbook (http://net.unmc.edu/care/docs/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 School 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. The Radiography student will function under direct supervision until the level of competency has been established. Upon competency has been established, the student will function under direct 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.

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 immediate academic probation. Students who do not show immediate rectification of the problems will be put 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 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 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 ER 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/The Nebraska Medical Center 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 SAHP Academic & Student Affairs), or
   c. withdraw from the program (form available from SAHP 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. (See form on following pages.)
UNIVERSITY OF NEBRASKA MEDICAL CENTER
DECLARATION OF PREGNANCY

<table>
<thead>
<tr>
<th>Name of Individual:</th>
<th>Social Security #:</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Conception (month/year):</th>
<th></th>
</tr>
</thead>
</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>
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<table>
<thead>
<tr>
<th>Department:</th>
<th>Zip Code:</th>
<th>Extension:</th>
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<table>
<thead>
<tr>
<th>Signature of Immediate Supervisor:</th>
<th>Date:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Name &amp; Title of Immediate Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

RECEIPT OF DECLARATION OF PREGNANCY

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

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

<table>
<thead>
<tr>
<th>Name of Individual:</th>
<th>Social Security #:</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>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Student Submitting the Withdrawal of Pregnancy Declaration Form:</td>
</tr>
</tbody>
</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.

<p>| Signature of Radiation Safety Officer: |</p>
<table>
<thead>
<tr>
<th>Date Signed:</th>
</tr>
</thead>
</table>

**Dress Code**

All students will dress in a professional manner, appropriate to the situation and according to the following guidelines:

1. RSTE Uniform Dress Code will apply at all clinical affiliate sites.
2. Uniforms must be neat and clean at all times.
3. Students must be in complete uniform while in their clinical rotations.
4. The Uniform Dress Code is as follows:
   a. Proper hospital ID, personnel monitoring device, and finger TLD rings, as required, must be worn at all times.
   b. Solid navy scrub pants and navy scrub shirt with or without navy or white scrub jacket are acceptable for RSTE students. Radiography students located on the Grand Island campus are required to wear pewter scrubs with or without a solid pewter lab jacket. The RSTE Division patch must be worn on the left breast pocket of the outermost garment, including scrub tops and scrub jackets.
   c. Only solid white or gray T-shirts may be worn under scrubs. They will be tucked into the pants and not visible below the bottom of the scrub top.
   d. Nuclear Medicine Technology students will wear a navy scrub jacket, or solid white lab jacket or solid white lab coat as protective clothing while working with radioactive materials.
   e. Program faculty will be responsible for determining if the student’s uniform falls within the Uniform Dress Code.
5. General appearance and attire must be neat and clean at all times.
   a. Hair must be groomed.
      ▪ Males may wear mustaches and beards neatly trimmed.
      ▪ Hair worn longer than shoulder length must be pulled back to prevent interference with patient care.
   b. Closed-toed shoes with socks are required. Feet will be covered at all times with socks or nylons, as appropriate.
   c. Undergarments will not be visible or revealing.
   d. The wearing of scents (i.e., aftershave, cologne, perfume, etc.) is discouraged as a courtesy to sick patients, visitors and co-workers.
   e. Jewelry should be functionally appropriate and not excessive to the point that it distracts from the work environment or is dangerous to the employee and patient.
   f. Fingernails must be kept groomed.
      ▪ No artificial fingernails or extenders are allowed.
      ▪ Natural nails are to be maintained at a short (1/4 inch or less) length.
      ▪ If nail polish is worn, it must not be chipped or peeling.
   g. The program director may use his or her discretion, based upon input from the clinical education site, on whether or not the piercing and/or tattoo is disruptive to the work environment. If the piercing/tattoo is deemed disruptive, then the student may be asked to remove or cover up the piercing/tattoo in question.
6. Students assigned to a surgery rotation will follow the surgical dress code policy of the clinical facility in which he or she is rotating.
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, or a total of 48 hours for 3 semesters and 32 hours for 2 semesters per academic year. 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 year.
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. If there is unauthorized absenteeism, the student will be dismissed from the program.
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.

Compensation Time Guide
Provision of compensation time is intended to ensure fair, uniform, and impartial treatment for all students. 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. The following guidelines have been established to outline the procedures regarding compensation time.
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.

RSTE students will be given two hours of personal time per one hour of lecture when attending approved continuing education events at the district or local level.

RSTE students participating in professional conferences at state (i.e., NSRT, NSUS, etc.) and national (i.e., ASRT, RSNA, SNM, SDMS, etc.) level will not be awarded compensatory time, but will be excused from clinical rotations.

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 Nebraska Medical Center, 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 Senior Associate Dean of the School of Allied Health Professions (SAHP) will recognize student’s outstanding academic achievement for full-time study by placing students on the Associate Dean's List each semester. Criteria for the Dean’s List are as follows:

1. Only degree-seeking undergraduate students enrolled in the School of Allied Health Professions for twelve or more hours any one semester are eligible for the Associate 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 SAHP 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 SAHP 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:

Professor
Timothy E. Moore, Courtesy Professor and Medical Advisor, M.B., Ch.B., 1971, University of Otago School of Medicine, Dunedin, New Zealand.

Associate Professor
James B. Temme, Associate Professor and Associate Director of Radiation Science Technology Education Division, B.S. 1974 University of Nebraska Medical Center, M.P.A. 1984 University of Nebraska at Omaha.

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.
Tammy Jones, Assistant Professor and Clinical Education Coordinator, B.S.(RT) 2000 University of Nebraska Medical Center, M.P.A. 2002 University of Nebraska at Omaha.
Mary Anne Kuk, Assistant Professor, B.S. 1989 Creighton University.

Assistant Instructors
Tonya Banzhaf, Adjunct Assistant Instructor, B.S. 2008, University of Nebraska Medical Center.
Kendra Becker, Adjunct Instructor, B.S. Clarkson College.
Section I. Appendices

12. Course Descriptions

This section of the handbook is currently being updated, and will be available soon.