



Center for Programs in Allied Health
Nuclear Medicine Technology Program

Program Handbook
2018-2019

INTRODUCTION TO PROGRAM HANDBOOK

The purpose of the Program Handbook is to serve as a reference and resource for the students in each of the programs in the VUMC Center for Programs in Allied Health (CPiAH). The Program Handbook is one of the important documents that provide operational guidance to students, to assist them in their successful progression through their programs. Other key documents with policy and procedure information important to students include:

- Catalog of the VUMC Center for Programs in Allied Health – Source of important policies and other information related to VUMC, the CPiAH and each program. The catalog is available on the VUMC CPiAH website.
- Program Handbook – Each CPiAH program provides students its own Program Handbook. The policies and procedures in the Program Handbook are aligned with VUMC, CPiAH and program policies that appear in the Catalog, as well as other locations. The purpose of the Program Handbook is to provide more specific details about each program, with a particular focus on operational information and procedures.
- VUMC CPiAH website and Program Website – The Center for Programs in Allied Health has its own website, and that website houses a website for each program within the CPiAH. Students will find important information regarding both the institution and the programs on these sites.

IMPORTANT NOTICE TO STUDENTS:

All students enrolled in VUMC Center for Programs in Allied Health (CPiAH) programs are bound by all VUMC, CPiAH and Program policies. By enrolling in a CPiAH program, every student acknowledges his or her responsibility to abide by and adhere to all institutional and programmatic policies and procedures. Students therefore have the responsibility of being familiar with the policies and procedures described in the Program Handbook, in the Catalog of the Center for Programs in Allied Health, and on the CPiAH and respective program's websites.

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IMPORTANT PROGRAM INFORMATION PROVIDED IN THE CPIAH CATALOG

The Catalog of the Center for Programs in Allied Health (CPiAH) contains important information about Vanderbilt University Medical Center, the Center for Programs in Allied Health and this program specifically.

Students are advised to refer to the CPiAH Catalog in order to obtain the following information about this program:

- Program Description
- Graduation Document
- Mission, Credo and Goals
- Accreditation and Approvals
- Program Staff and Faculty
- Admission Information
- Academic Program
- Course List & Descriptions
- Graduation Requirements
- Student Assessment & Grading
- Satisfactory Academic Progress Requirements
- Student Conduct Information

CONTACT INFORMATION

Program Director

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- Office Phone: 615-875-6132
- Cell Phone: 615-967-7077

Clinical Coordinator

Dawn Shone, B.S., CNMT

- E-mail: dawn.shone@vumc.org
- Office Phone: 615-343-7495
- Cell Phone: 615-714-6145

Clinical Rotation Sites:

- VUH Nuc Med/QC: 615-322-0895
- VUH Cardiac: 615-322-0886
- VUH Nursing: 615-322-0895
- VUH PET: 615-343-7512
- VUH Radiopharmacy: 615-322-7117
- VCH Nuc Med: 615-936-4938
- VAMC Nuc Med: 615-873-6813

PROGRAM ACADEMIC CALENDAR – 2018-19

08/27/2018	Start Date
09/03/2018	Labor Day - No Rotations
11/22 - 11/23/2018	Thanksgiving Break
12/24/2018 - 01/04/2019	Winter Break
03/01 - 03/03/2019	NMTT Conference
04/22 - 04/26/2019	Spring Break
05/27/2019	Memorial Day - No Rotations
07/04/2019	4 th of July – No Rotations
08/26/2019	Graduation

PROGRAM REQUIREMENTS

In order to graduate, students must receive a passing grade of 70 or better in all courses, obtain a grade of 75 or better in the clinical rotations, and complete a list of 72 competency evaluations (“check-offs”). Students must complete 1,350 clock hours during the 12-month program. A complete list of the Competency Check-Offs is included as Appendix A of this handbook.

RADIATION MONITORING

Monthly radiation monitoring (body and hand) is conducted on each student using a film badge service through the VUMC Environmental Health & Safety Office, and a permanent record is maintained there. Reports are obtained monthly by the Technical Supervisor at Vanderbilt and the Program Director and are available for review in their offices. These reports are reviewed during the quarterly academic progress review sessions with students. A cumulative report is available for future employers. Badges are to be turned into Dawn Shone each month. Information from the Vanderbilt Environment Health and Safety (VEHS) website regarding radiation dosimetry monitoring compliance/monitoring badges is included in this handbook as Appendix B.

STUDENT ROTATION EVALUATION FORM

Students receive a clinical evaluation at the end of each week. The NMT Program Clinical Coordinator reviews these evaluations with each student. These evaluation conversations allow for frequent and constructive feedback to students on their professional development. These evaluations are counted toward the quarterly review of Satisfactory Academic Progress. A copy of the rotation evaluation form used weekly to assess student performance is included in this handbook as Appendix C.

MONITORING SATISFACTORY ACADEMIC PROGRESS

Each student’s academic progress is evaluated quarterly. A student is considered to be maintaining satisfactory academic progress (SAP) if he/she maintains a 70 percent academic average in didactic coursework and a 75 percent academic average in clinical rotations. In addition, students must maintain satisfactory attendance in order to maintain satisfactory academic progress.

Prior to the quarterly determination of SAP status, the student, the Program Director and the Clinical Coordinator meet to discuss the student’s progress. These meetings include discussion of grades in didactic courses, evaluations in clinical rotations, radiation exposure reports, absences, contact hours, etc. Students are given the opportunity to discuss any questions or concerns they may have related to their

academic progress. Following this meeting the Program Director and the Clinical Coordinator make a determination regarding whether or not the student is maintaining Satisfactory Academic Progress.

ATTENDANCE

Documenting Attendance

Students are required to be on time for all required learning experiences (clinical rotations, classes, etc.). Students are required to use the time card and clock to document their attendance. Each student uses one time card for month. Students must clock in themselves.

In some circumstances it may be necessary for starting/stopping times to be written by hand on the time card. In these cases, the technologist responsible for the clinical rotation must sign his or her full name, documenting that the student arrived and/or departed at that time indicated.

Vanderbilt University Hospital Rotations: Time cards must be left in the time card rack in the PET facility across from the In Vitro Lab. Cards are not to be held by the student for any reason. The PD or CC will pick up time cards from the rack each week.

VA Medical Center and Vanderbilt Children's Hospital Rotations: Time cards either must be turned in to Dawn Shone, or be put back in the time card rack in PET on Friday afternoon before the student leaves.

Under no circumstances are students allowed to clock in, log time or otherwise document attendance for each other. Students engaging in any way in such behavior are subject to disciplinary action, up to and including probation, suspension and dismissal from the program.

Lunch

Students are given a 45 minute lunch break during each full day in attendance. This applies to both clinic and classroom days.

Absence Policy

Excessive absences are defined as more than 9 absences during the academic year. Excessive absences are grounds for academic probation and may result in termination from the program.

Students are required to complete 1,350 clock hours in order to complete the program. This number includes 364 hours of class time and 986 hours in clinical rotations. (This does not include lunch time.) This number may be reduced by the program due to extraordinary circumstances (e.g., snow days). Hours during which affiliate school exit exams, graduation and required NMTT meetings take place are counted toward program completion.

Absence Requests

If a student anticipates being absent from a clinical assignment, he/she must call the assigned clinical rotation setting no later than one-half hour before the beginning of his/her shift, and speak directly to one of the designated clinical instructors (or the clinical coordinator). The student must obtain the name of the person taking to whom he/she spoke, as this information may be requested by the program in order to document compliance with this policy. No one may make this call on the student's behalf; the student must personally make the call. Students in violation of this policy are subject to disciplinary action, up to and including probation and dismissal from the program.

STUDENT CONDUCT/PROFESSIONALISM

All students are bound by several standards of conduct, as outlined in the CPiAH Catalog, including:

- VUMC Code of Conduct
- VUMC Center for Programs in Allied Health Honor Code
- Vanderbilt Nuclear Medicine Technology Program Honor Code

In order to ensure students clearly understand the behaviors that are expected/acceptable and unacceptable, the following examples are provided:

Alcohol and/or other Substance Use – The use of alcohol and/or other chemical substances during program academic and clinical activities is strictly forbidden under the policies of Vanderbilt University Medical Center. Students suspected of using alcohol and/or other chemical substances are subject to immediate evaluation in the VUMC Emergency Department. If a forbidden substance is documented, the student is subject to disciplinary action up to and including temporary suspension and dismissal from the program. Please see the VUMC Alcohol and Drug Use Policy, included as an appendix to the Catalog of the Center for Programs in Allied Health.

Patient Medical Records and Confidentiality – The privacy of medical records (paper-based, electronic, etc.) is legally protected under Federal Law through the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Patients' medical records are considered legal documents and require careful handling. Therefore information contained in the medical record must not be discussed with anyone other than the patient, approved patient representatives and responsible health care team members for purposes directly related to patient care. Photocopying the contents of a medical record is strictly prohibited. Students violating patient confidentiality and/or HIPAA regulations are subject to immediate disciplinary action, up to and including temporary suspension and dismissal from the program.

Scope of Student Practice – Communicating with patients and other professionals regarding care is highly sensitive and requires the utmost in professional behavior. It is both inappropriate and unprofessional for NMT Program students to engage in discussions with patients concerning their clinical histories, with the exception of obtaining pertinent clinical information. NMT Program students are also strictly forbidden from engaging in discussions with patients regarding the results of studies performed, as well as speculation regarding the origin of the patient's illness.

In addition, NMT Program students are expressly prohibited from performing studies; preparing, dispensing, and administering radiopharmaceuticals; and reporting results to physicians unless these actions are performed under the direct supervision of a staff nuclear medicine technologist.

OTHER PROGRAM POLICIES

Cell Phone Use

Cell phone use for any purpose (calls, texts, voice mail, web browsing, apps, etc.) is prohibited during all required learning experiences, including classroom sessions, exams, clinical activities, etc. Students in violation of this policy are subject to disciplinary action, up to and including probation and dismissal from the program. Students are allowed to use their cell phones during lunch break.

Textbooks

Textbooks may be rented from the program or purchased by the student.

Uniforms/Dress Code

Students are required to dress in an appropriate professional manner, in keeping with VUMC and Center for Programs in Allied Health (CPiAH) policies, as outlined in the CPiAH Catalog. Allied Health issues scrubs to students to wear during their clinical rotations. Students are given sets of scrubs during their orientation. If a student wishes to purchase additional sets of scrubs, they must purchase them through Allied Health.

Practice Liability Insurance

Students are covered by malpractice insurance under the blanket policy of Vanderbilt University Medical Center. The cost is included in the program costs of attendance.

Needlestick Protocol

The needlestick protocol applies to all clinical rotation sites that NMT students are assigned—this includes the VAMC and VCH rotations.

1. Wash affected area thoroughly with soap and water.
2. Record patient's name and MRN.
3. Report to Occupational Health to report Needlestick incident.
 - a. Blood samples should be taken from the student for standard testing. Essential blood tests include: Rapid HIV, Hepatitis B profile, and Hepatitis C
 - b. Note: If after hours, student should report to the Emergency Dept. Student may need to register under personal insurance.
4. **Optional:** After receiving permission from the patient, draw 2 RED top tubes from the patient (source of exposure) and send to lab for testing.
5. Reporting within 24 hours:
 - a. VERITAS report must be made. Technologist or nurse should assist student in filing the report.
 - b. Notify the Program Director of incident.

Clinical Assignments Outside of Normal Program Hours

Students must obtain prior permission from the program director or the clinical coordinator before performing clinical assignments outside of normal program hours. Approval is only granted in necessary situations—i.e., for make-up hours or days. Normal program hours are defined below:

NORMAL CLINIC HOURS		
Rotation	Days of Week	Time
Radiopharmacy	Mon. & Wed.	5:30 am – 8:00 am
	Tues. & Thurs.	5:30 am – 12:00 pm
	Fri.	5:30 am – 10:00 am
QC Nuclear Medicine	Tues. & Thurs.	6:30 am – 3:00 pm
	Fri.	6:30 am – 12:00 pm
General Nuclear Medicine	Tues. & Thurs.	8:00 am – 3:00 pm
	Fri.	8:00 am – 12:00 pm
PET	Tues. & Thurs.	8:00 am – 3:00 pm
	Fri.	8:00 am – 12:00 pm
Cardiac	Tues. & Thurs.	8:00 am – 3:00 pm
	Fri.	8:00 am – 12:00 pm
Nursing	Tues. & Thurs.	8:00 am – 3:00 pm
	Fri.	8:00 am – 12:00 pm
VCH	Tues. & Thurs.	8:00 am – 3:00 pm
	Fri.	8:00 am – 12:00 pm
VA	Tues. & Thurs.	8:00 am – 3:00 pm
	Fri.	8:00 am – 12:00 pm

Holidays and Weekends

Holidays and weekends are not considered normal program hours. Students are only allowed to come in to their clinical assignment during these times if they are in need of make-up days. Permission is required before a student attends their clinical assignments on holidays or weekend days.

Contacting PD or CC

You may e-mail, call or text the program director or clinical coordinator for permission to be in your clinical assignment outside of normal hours. Refer to the contact information sheet provided on page 5 in this handbook.

Reporting to Clinic Following Completion of Courses

Courses in the NMT program have variable completion dates. Once courses are completed, students must report to clinical assignments during that course's scheduled time period. It is expected that students will be at clinical assignments during these times—which all occur during normal program hours. If students need to complete additional classwork during these times (i.e., make-up exams, research for project, etc.), special permission must be granted from the PD or CC to remain in the classroom.

Student Employment While Enrolled in NMT Program

Students may work while they are participating in the NMT Program, as long as work hours do not interfere with the hours in which required NMT Program activities take place. It is not permitted for students to arrive late or leave early for outside work purposes. It is also not permitted for students to abstain from participating in the annual NMTT conference. Therefore, any work outside of the NMT program must allow for adequate preparation and participation in this event.

Informing the Program Director of Employment

It is highly recommended that students who plan to be employed while enrolled in the NMT Program discuss their plans with the Program Director prior to matriculation in the program. This will help ensure the student is best positioned for successful time management while enrolled in the program.

Participation in Clinical Research Studies

Students are cautioned about volunteering for clinical research studies. Many of these studies require committed participation over time, often during normal program hours. Students are advised to not participate in these studies.

Working at VUMC or Other Hospitals/Clinics

Students with backgrounds in other imaging modalities (i.e., radiologic technology, CT, MRI or ultrasound) or in other clinical specialties (i.e., medical lab science, phlebotomy, etc.) may wish to seek employment at the medical center while enrolled in the NMT Program. This is permitted, so long as work hours do not interfere with required NMT Program hours and activities.

Working in Nuclear Medicine

While students are permitted to work in the medical center in capacities outside of nuclear medicine, students are not permitted to be employed in the field of nuclear medicine while enrolled in the NMT Program. This includes facilities outside of VUMC.

PROGRAM HANDBOOK APPENDICES

Center for Programs in Allied Health



APPENDIX A

PROFICIENCY EVALUATIONS

NUCLEAR MEDICINE TECHNOLOGY COMPETENCY EVALUATION (CHECK-OFFS)

Student Name: _____ Class year: _____

Note! All Mandatory procedures and at least eight electives must be completed.

If difficulties are encountered with scarce procedures, speak with the clinical coordinator and program director.

General Nuclear Medicine Procedures

Procedure	Mandatory	Elective	Date	Patient (P)	Verified
			Completed	Simulated (S)	By:
ABCESS AND INFECTION					
Gallium Imaging		X			
WBC Imaging		X			
SKELETAL					
Planar					
Spot View #1	X				
Spot View #2	X				
Whole Body #1	X				
Whole Body #2	X				
SPECT	X				
Three Phase	X				
Bone Mineral Densitometry @ (VA)		X			
CENTRAL NERVOUS SYSTEM					
Brain					
SPECT (DAT, Seizure)	X				
Dyanamic (Brain Death)		X			
Planar (Brain Death)		X			
Cisternography					
Routine		X			
CSF leak		X			
Shunt Patency		X			
CARDIOVASCULAR					
Gated Blood Pool Study (Muga)	X				
Gated Blood Pool Study (Muga)		X			
Myocardial Perfusion- Pain study		X			
Gated Myocardial Perfusion #1	X				
Myocardial Perfusion Prone		X			
Gated Myocardial Perfusion #2	X				

Student Name: _____

General Nuclear Medicine Procedures Continued

Procedure	Mandatory	Elective	Date	Patient (P)	Verified
			Completed	Simulated (S)	By:
ENDOCRINE/EXOCRINE					
Thyroid Scan	X				
Metastatic Survey (I-123, I131 WB)		X			
Parathyroid	X				
GASTROINTESTINAL					
Biliary Function (HIDA)	X				
Biliary Function (HIDA W/ CCK)	X				
Gastroesophageal Reflux #1		X			
Gastroesophageal Reflux #2		X			
Gastric Emptying #1	X				
Gastric Emptying #2		X			
GI Bleed		X			
MAA Mapping		X			
Liver/ Spleen Planar		X			
Liver/ Spleen SPECT		X			
Liver/ Spleen Hemangioma		X			
GENITOURINARY					
Renal Dynamic Perfusion	X				
Renogram/ Cortical Imaging (DMSA)		X			
Testicular		X			
Cystography		X			
RESPIRATORY					
Perfusion	X				
Ventilation- Aerosol	X				
Quantitative		X			
TUMOR/ANTIBODY					
Monoclonal Antibodies (In-111 Octreotide)	X				
Monoclonal Antibodies (I-123 MIBG)		X			
Breast (Lympho)		X			
Lymphoscintigraphy (Imaging)		X			
SPECT In-111 Octreotide	X				
SPECT Fusion (I123/I131)	X				

Student Name: _____

General Nuclear Medicine QC

Preparation List	Mandatory	Elective	Date		Verified
			Completed		By:
Scintillation Camera					
Peaking	X				
Flood- Uniformity Extrinsic	X				
Flood- Uniformity Intrinsic	X				
Center-of-Rotation	X				
Bar Pattern- Linearity & Resolution	X				
CT					
Water Phantom Uniformity	X				
Fast-Calibration Check	X				
Dose Calibrator					
Constancy	X				
Thyroid Uptake Probe					
Standard Calibration	X				
Chi-Square	X				

NON-IMAGING PROCEDURES

Procedure	Mandatory	Elective	Date	Patient (P)	Verified
			Completed	Simulated (S)	By:
Thyroid Uptake	X				
Therapeutic*Patient Consent Excluding Dosing					
Palliative Bone * (Ra-223 Xofigo)					
Thyroid- Hyperthyroidism* (Low Dose)	X				
Thyroid - Ablation * (high dose)		X			

Student Name: _____.

PET

PET/CT Scanner					
PET Imaging #1	X				
PET Imaging #2	X				
PET Cardiac N-13 Ammonia or Rb-82	X				
PET Cardiac FDG Viability		X			
PET Brain	X				
PET/CT Scanner QC					
Sinogram Uniformity	X				
CT QA	X				
Quantitation Phantom	X				

GENERAL PATIENT CARE

Procedure	Mandatory	Elective	Date	Patient (P)	Verified
			Completed	Simulated (S)	By:
CPR	X				
Vital Signs (BP, pulse, respiration, temp)	X				
Venipuncture	X				
O2 Monitoring	X				
EKG (3-lead placement and recognition)	X				

Student Name: _____.

RADIOPHARMACY

Preparation List	Mandatory	Elective	Date		Verified
			Completed		By:
Kit Preparation					
Cardiolite	X				
Myoview	X				
MDP	X				
DTPA	X				
MAA	X				
MAG-3	X				
Sulfur Colloid	X				
Elute Generator/Perform Mo-99 Check	X				
Draw Doses	X				
Perform Package Check-in	X				
Prepare Packages for Shipping	X				
Draw/Reinject WBC Study		X			
Perform QC on all Kits	X				
Prepare Gastric empty study	X				
Miscellaneous InVitro Test (co-assist/ Observe)	X				
Dose Calibrator					
Linearity	X				
Accuracy	X				
Contamination Surveys					
Survey Meter checks	X				
Wipe Survey	X				
Sample Counter					
Standard Calibration	X				
Chi-Square	X				

Student Name: _____

Imaging Problem, Artifact, QC Problem

During the class year each student must identify one abnormality or unusual finding and present the images to the program director as a jpeg providing a description of the abnormality and a solution to the problem. This can be an unusual radionuclide distribution, an artifact, or it can be an instrumentation problem identified on routine quality assurance measurements.

Program Director

Date

Center for Programs in Allied Health



APPENDIX B RADIATION DOSIMETRY MONITORING INFORMATION



Vanderbilt Environmental Health and Safety

[VEHS Home](#) [About](#) [Resources](#) [SDS](#) [Training](#) [Safety Links](#) [Site Index](#)

Radiation Dosimetry (Monitoring Badges)

- [Requirements](#)
- [ALARA Policy](#)
- [Apply for a Badge](#)
- [Replace Lost or Damaged Badges](#)
- [Dose Records](#)
- [Badge Representatives](#)
- [Declared Pregnant Worker](#)
- [Forms](#)

Personnel Radiation Monitoring Requirements

The State of Tennessee requires that a person be monitored for radiation exposure if it is expected that the individual will receive a dose in excess of 10% of the annual occupational dose limits for a radiation worker, as listed below.

Annual Occupational Radiation Dose Limits for Adults

Organ	Limit (mrem/year)
Whole Body	5,000
Lens of the Eye	15,000
Skin; any organ except lens of the eye	50,000
Extremities	50,000

Pregnant radiation workers should refer to the [Declared Pregnant Worker](#) page for further information.

Resources

ALARA Policy

In support of efforts to keep occupational radiation exposure As Low As Reasonably Achievable (ALARA), the dosimetry badge program operates under the [ALARA Policy](#), which establishes criteria for dosimetry badge monitoring, dose assessment, and response to occupational radiation dosimetry badge results.

VEHS Radiation Safety reviews all dosimetry badge results and investigates high exposures according to the investigational level framework provided in the [ALARA Policy](#). Each quarter, the [VU](#) and [VUMC](#) Radiation Safety Committees review a summary of radiation dose records.

Radiation Exposure Monitoring

Personnel dosimeters (badges) are provided to Vanderbilt radiation workers through VEHS Radiation Safety. Radiation Monitoring badges are issued commensurate with the type of ionizing radiation to which a worker is exposed. Badges are issued to workers who are likely to exceed 10% of the annual occupational dose limits. Workers may work with radioactive material or sources of ionizing radiation and not be issued a monitoring badge.

Radiation badges will be issued based on:

1. an analysis of the individual's potential radiation exposure,
2. the type of radiation source,
3. the nature and duration of exposure, and
4. the quantity of radioactive material that will be handled at any one time.

Apply for a Badge

Radiation workers should submit a [Radiation Worker Registration Form](#) to their Departmental Badge Representative. All badged radiation workers must comply with the instructions outlined in the [Responsibilities of Badged Radiation Workers](#).

Furthermore, all radiation workers are obligated to know and adhere to [requirements listed in the VU Radiation Safety Manual](#). Radiation workers should refer to [Radiation Safety Training](#) for information on required training.

Replace a Lost or Damaged Badge

If a badge is lost or damaged, contact your Departmental Badge Representative or VEHS Radiation Safety immediately. A replacement badge must be obtained to ensure completeness in the radiation worker's occupational dose history record.

Radiation Dosimetry Records

Access Your Dosimetry Records

For current Vanderbilt radiation workers, dosimetry badge results are available online through the badge vendor's website. Please [refer to these instructions](#) to access your

individual dose report.

To obtain an official copy of your occupational radiation dosimetry report from Vanderbilt, complete and submit a signed [Dose History Release Request](#) to VEHS Radiation Safety. Vanderbilt must have the signature of the individual who was monitored in order to release that person's radiation exposure history record.

All radiation dosimetry correspondence may be mailed or faxed to:

Vanderbilt Environmental Health & Safety

Radiation Dosimetry

A-0201 Medical Center North

1161 21st Avenue South

Nashville, TN 37232-2665

Fax: (615) 343-4951

Phone: (615) 343-8502

Interpretation of Reports

For help with dosimetry report interpretation, refer to the [Radiation Dosimetry Report Explanation](#).

Departmental Badge Representatives

At Vanderbilt, groups that use radiation dosimeters are divided into badge series, or subaccounts, and are managed by a Departmental Badge Representative.

Responsibilities of the Badge Representative include:

- Distribution and collection of badges at specified frequency (i.e., monthly, quarterly)
- Obtaining replacements for lost or damaged badges
- Requesting administrative changes to radiation worker or badge series account
- Maintaining radiation dosimetry reports

For further information, Badge Representatives should refer to the [Radiation Badge Representative Guide](#).

All VU Radiation Dosimetry Forms

- [Radiation Worker Registration Form](#)
Must be completed before the badge can be assigned.
- [Dose History Release Letter](#)
One letter must be completed for each institution at which you received occupational exposure to radiation.
- [Declaration of Pregnancy](#)
This must be completed to be eligible for the lower occupational radiation exposure limits for the fetus/embryo of a Declared Pregnant Worker (DPW).
- [Withdrawal of Declaration of Pregnancy](#)
This must be completed when the DPW no longer wishes to be held to the lower exposure limits. (This will discontinue receipt of the fetal monitoring dosimeter.)
- [Vanderbilt Past Exposure Request Letter](#)
Fill this out to request copies of your Vanderbilt radiation exposure records.

Center for Programs in Allied Health



APPENDIX C

CLINICAL ROTATION EVALUATION FORMS

CLINICAL ROTATIONS WEEKLY EVALUATION FORMS

The clinical experiences/training in the program consists of eight clinical rotations, each of three weeks duration. Every student rotates through each of the eight rotations and then the sequence is repeated for a total of sixteen rotations. The imaging rotations are established so that each student is assigned to a single independent work assignment supervised by a board certified technologist, a radiopharmacist (radiopharmacy rotation), or a radiology registered nurse (nursing rotation) for three weeks. Supervisory staff typically rotates on a weekly basis—which enables a student to work with multiple preceptors over the course of their assigned rotation.

Rotations are monitored and assignments made by the clinical supervisor at each institution. Rotations may be modified as needed during the second set of rotations to address noted deficiencies of specific students. Students receive written evaluations weekly from the supervisory staff. Proficiency testing (check-offs) is accomplished during the second set of rotations and students may move from their assigned rotation to another one, with permission, in order to perform a study and receive a check-off in that area.

Clinical Evaluation Cards

Today's Date	Rotation
Student Name	
Technologist's Name	
Additional Technologist	
Overall Performance Rating (Circle One) 4 3 2 1	
Comments:	
Technologist's Signature	
Student's Signature	
4 = Excellent 2 = Acceptable 3 = Good 1 = Poor/Unacceptable	

MC 5793 (8/2005)

Availability & Punctuality		4	3	2	1
Interper. Commun. Skills		4	3	2	1
Dependability		4	3	2	1
Initiative		4	3	2	1
Judgement		4	3	2	1
Attitude/Construct.Criticism		4	3	2	1
Self Confidence		4	3	2	1
Patient Care		4	3	2	1
Follow Instruc/Retention		4	3	2	1
Use &Care of Equipment		4	3	2	1
Quantity of Work/Speed		4	3	2	1
Quality of Work		4	3	2	1

Clinical Professionalism Objectives

CRITERIA FOR COMPLETING NMT STUDENT EVALUATION FORM FOR CLINICAL ROTATIONS

Evaluation card should be completed weekly by staff technologists. Check boxes that best fit description of student's work habits. More than one box may be checked. Please make helpful comments whenever appropriate (use back of card if necessary).
Give to student and discuss at end of rotation.

Consider student's level of training when completing form.

	1 (65%)	2 (75%)	3 (85%)	4 (95%)
Evaluation (Grade)				
1. Punctuality and Availability	Consistently late. Never calls. Leaves work area. Does not attend to patient.	Often late. Does not call. Sometimes wanders from assigned area.	Late once or twice. Calls when late. Usually notifies technologist when leaving.	On time and ready to work. Always notifies technologist as to whereabouts.
2. Interpersonal communication skills	Indifferent towards others. Very negative.	Quiet & reserved. Makes an effort to get along with staff and patients.	Pleasant & courteous to staff & patients.	Respectful relationship with staff & patients.
3. Dependability	Meets minimum requirements. Does not volunteer.	Satisfactory. Consistently has to be told when to help.	Available. Helps when asked.	Always available & volunteers. Does not have to be reminded.
4. Initiative	Puts forth minimal effort. Does not seek additional responsibilities.	Needs to be more assertive. Has to be reminded.	Somewhat assertive. Seeks additional responsibilities.	Always productive. Helps out without having to be asked.
5. Judgment	Cannot make decisions when faced with problems or additional responsibilities.	Requires assistance when adapting procedures.	Usually handles difficult situations well.	Handles difficult situations well. Uses good judgment.
6. Attitude & reaction to constructive criticism	Poor attitude. Difficult to work with. Very disrespectful to technologist. Blames others for shortcomings. Resents constructive criticism.	Passive. Does not respond to constructive criticism.	Good attitude. Accepts constructive criticism and adapts.	Hard worker. Accepts constructive criticism. Eager to learn new tasks.
7. Self-confidence	Avoids work. Lacks self-confidence.	Needs reassurance.	Can handle most situations.	Self-reliant. Comfortable with different situations.
8. Patient Care	Avoids talking with patients. Needs to be reminded to stay with and care for patients.	Adequate patient care. Has trouble handling difficult patients.	Provides good care. Shows concern for patient's comfort and well-being.	Treats patients with respect. Patient's care is the highest priority and stays with patient during entire procedure.
9. Ability to follow instructions & retention	Lacks concentration. Easily distracted from task. No retention from day to day.	Needs to be more focused. Eventually catches on.	Listens well. Occasionally needs additional instructions.	Totally focused on the tasks. Quick to learn.
10. Use and care of equipment	Constantly needs assistance with equipment.	Still needs frequent reminders. Overall fair.	Has a good understanding of the equipment.	Learns new equipment quickly.
11. Quantity of work/Speed	Cannot complete assigned procedures.	Completes most procedures but requires help.	Performs most procedures in a timely fashion.	Consistently performs any procedure in a timely fashion.
12. Quality of work	Confused about protocols. Makes numerous mistakes. Often must repeat procedures.	Occasionally makes mistakes. Unsure about next steps. Requires help. Unsure of work.	Sometimes requires assistance. Overall good.	Uses good judgment and good techniques. Produces high quality studies.