

2026-2027

Student Policy Handbook

Radiologic Sciences Programs, including:

Bachelor of Science in Radiologic Sciences (BSRS) –

Primary Concentrations in

Magnetic Resonance Imaging (MRI),

Medical Imaging, Nuclear Medicine, or

Radiography

Advanced Post-Primary Imaging Certificates in

Computed Tomography (CT) and

Magnetic Resonance Imaging (MRI)

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RADIOLOGIC SCIENCES PROGRAM – GENERAL INFORMATION

The UNM catalog and this Student Policy Handbook are designed primarily to describe the programs, courses of instruction, and academic regulations of the University of New Mexico and the Radiologic Sciences Program. The University of New Mexico and the Radiologic Sciences Program reserve the right to change any information regarding policies and procedures as deemed necessary. Notification of modified policies and procedures will be made via email or in person to currently enrolled students in RADS/NUCM courses and will be in effect thirty (30) days from the date of notification.

The Student Policy Handbook consists of a set of core policies that are relevant to all of the Radiologic Sciences programs, as well as sections dedicated to each concentration. The Bachelor of Science in Radiologic Sciences (BSRS) degree and certificates in Advanced Imaging modalities are available through the University of New Mexico (UNM) School of Medicine (SOM), in partnership with [UNM Online](#). The course content is delivered using UNM's Learning Management System (LMS) - Canvas.

UNM Radiologic Sciences programs include:

- BSRS degree – Concentration in Magnetic Resonance Imaging (MRI) Primary Track
- BSRS degree – Degree completion in Medical Imaging (certified imaging technologists)
- BSRS degree – Concentration in Nuclear Medicine
- BSRS degree – Concentration in Radiography
- Post-primary certification in Computed Tomography (CT)
- Post-primary certification in Magnetic Resonance Imaging (MRI)

Each educational program is designed to prepare students for eligibility to complete one or more nationally recognized certification examinations in the content area studied. Post-primary certifications require students to already have a primary certification in a modality accepted by the certifying board.

Relevant certification exams that students may become eligible for include:

- American Registry of Radiologic Technologists (ARRT)
 - Computed Tomography (Post-Primary Certification) – R.T.(CT)
 - Magnetic Resonance Imaging (Post-Primary Certification) – R.T.(MR)
 - Magnetic Resonance Imaging (Primary Certification) – R.T.(MR)
 - Nuclear Medicine (Primary Certification) – R.T.(N)
 - Radiography (Primary Certification) – R.T.(R)
- Nuclear Medicine Technology Certification Board (NMTCB)
 - Computed Tomography (Post-Primary Certification) – NMTCB(CT)
 - Nuclear Medicine (Primary Certification) – CNMT

Entry to clinical Radiologic Science Programs is application-based. Please see entry requirements and application process for each of these programs. Program capacity is limited by clinical capacity.

Students are required to transfer previously completed college coursework each semester to The University of New Mexico for approval to be included in a degree/certificate-granting program. This coursework includes prerequisites for the Nuclear Medicine and Radiography programs.

Program Contacts

Radiologic Sciences Program
MSC09 5260
1 University of New Mexico
Albuquerque, NM 87131-0001

Main office: [University of New Mexico Health Sciences and Services Building](#) (HSSB) – Room 217

Main office number: 505-272-5254

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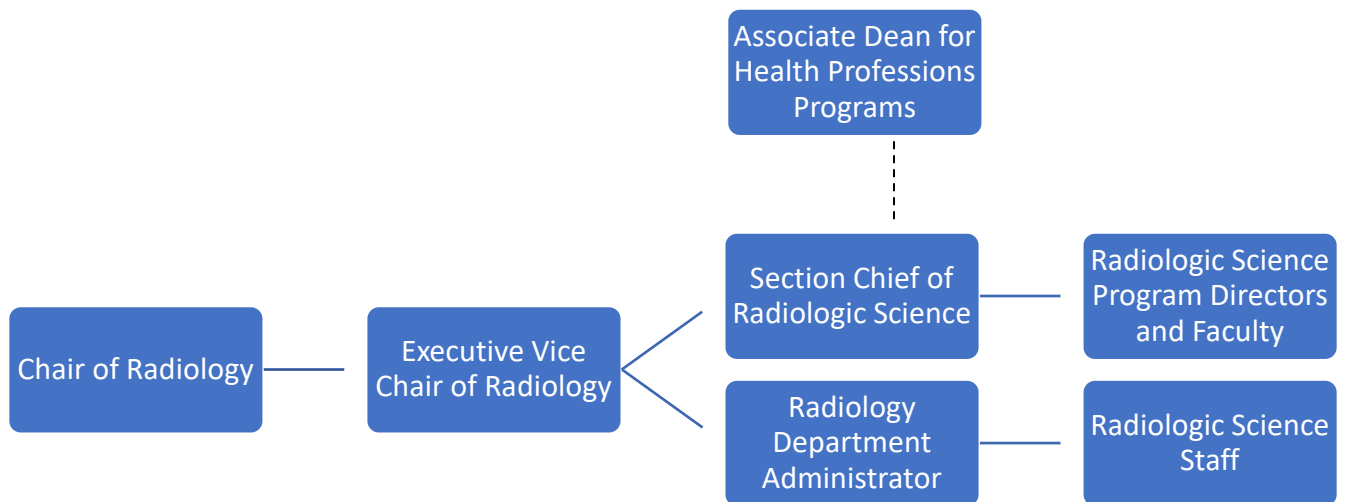
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Organization Chart

UNM Radiologic Sciences Program Organizational Chart



BSRS Program Mission Statement

The mission of the Radiologic Sciences Program is to provide a comprehensive and experiential education in the field of medical imaging. We aim to help students develop the knowledge and skills necessary to deliver high-quality and empathetic care to all populations in New Mexico and beyond.

Accreditation

The Commission on Institutions of Higher Education has granted, through the Higher Learning Commission, reaccreditation to UNM since 1922, and the university holds accreditation in good standing.

HLC Website and UNM Accreditation Status: <https://www.hlcommission.org/institution/1511/>

To learn more about the value of accreditation and why it should matter to you, please watch a video from this series prepared by the Council for Higher Education Accreditation (CHEA).

CHEA Website: <https://www.chea.org/taxonomy/term/2254>

Programmatic Accreditation

Accreditation is a multi-step process designed to ensure the quality of an educational program. Beyond accreditation of a university, some programs can seek programmatic accreditation to show that they meet all of the accepted standards and requirements for that type of program. The programmatic accreditation process involves a detailed self-evaluation, a multi-step plan conducted by the program, followed by an in-depth assessment of the program's curriculum, and an on-site program inspection conducted by peer specialists from the profession. Further information about UNM programs that are programmatically accredited can be found under those individual programs in this handbook.

Nuclear Medicine - Programmatic Accreditation

The Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) is the only programmatic accrediting agency recognized to accredit nuclear medicine technologist educational programs offered through traditional and distance education formats in the United States. The JRCNMT has granted reaccreditation to the UNM Nuclear Medicine program since 2016.

Radiologic Technology - Programmatic Accreditation

The Commission on Institutions of Higher Education has granted, through the Higher Learning Commission, reaccreditation to UNM since 1922, and the university currently holds accreditation in good standing. The American Society of Radiologic Technologists (ARRT) recognizes graduates of HLC-accredited institutions as registry-eligible. In addition, the Radiologic Technology program is in the process of seeking programmatic accreditation by the Joint Review Committee on Educational Programs (JRCERT).

CLINICAL PROGRAM STANDARDS

Technical Standards for Admission and Program Progression

The purpose of these Technical Standards is to describe the **essential abilities and responsibilities required** to successfully participate in the **clinical** programs and to ensure the safety of students and patients. Applicants and enrolled students must be able to meet these standards **with or without reasonable accommodation**.

Clinical Obligations

The following are required for a student to progress in clinical education and are the financial responsibility of the student:

- Caregivers' Criminal History Screening Program background check
- Urine drug screening (10-panel)
- Tuberculosis screening
- Current immunizations or titers for:
 - COVID-19
 - Hepatitis B
 - Influenza
 - MMR
 - Tdap
 - Varicella
- Annual N-95 fit testing
- Current BLS CPR
- Health insurance coverage.
- Parking fees or permits required by some clinical sites.
- Participation in evening and/or weekend clinical rotations for some programs.
- Purchase of scrubs in the required program colors.
- Reliable transportation to and from clinical rotation sites, potentially including out-of-town rotations.

Behavioral and Professional Expectations

Students are expected to:

- Demonstrate professionalism, emotional stability, and good judgment in academic and clinical settings.
- Respond appropriately to routine, stressful, and emergency situations while maintaining patient safety.
- Communicate and behave in a manner consistent with professional healthcare standards.

Observation and Patient Care

Students must be able to:

- Visually observe patients to assess patient condition and recognize signs of distress.
- Monitor patients throughout imaging procedures and respond appropriately to changes in patient status.
- Initiate emergency procedures when indicated.

Cognitive and Critical Thinking Abilities

Students must be able to:

- Understand and follow written physician orders and select the appropriate imaging procedure.
- Apply critical thinking skills, clinical reasoning, and anatomical knowledge to perform imaging examinations.
- Interpret two-dimensional and three-dimensional anatomical relationships as demonstrated on medical images.
- Demonstrate proficiency in multiple computer platforms.

Physical Abilities

Students must be able to:

- Lift, carry, and maneuver equipment weighing up to 50 pounds.
- Safely assist with moving, transferring, and positioning patients of diverse body habitus.
- Sustain the physical demands required for clinical practice.
 - Temporary accommodations for injury may be considered when they do not interfere with the performance of essential clinical functions.

Health and Substance Use Requirements

Students must be able to:

- Perform essential clinical tasks safely and effectively.
- Remain free from chemical dependency that could impair academic or clinical performance.
- Obtain required clinical clearances, including disclosure and approval for prescribed controlled substances when required by clinical affiliates.
- Failure to meet clinical clearance or participation requirements may result in dismissal from the program.

Technical and Technology Skills

Students must be able to:

- Prepare, operate, and complete assigned advanced imaging procedures within the scope of program training.
- Use computers and digital platforms required for coursework, imaging systems, and clinical documentation.

Reasonable Accommodations

The program is committed to providing reasonable accommodations for qualified students with disabilities in accordance with the ADA. Students who believe they may need accommodations are encouraged to contact the UNM Accessibility Resource Center at (505) 277-3750 or the ARC Website:

<https://arc.unm.edu/> as early as possible in the admission or enrollment process. Accommodations will be evaluated on an individual basis and must not compromise patient safety or program requirements.

Essential Cognitive, Conceptual, Quantitative Abilities and English Language Skills

Students are required to have the ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis of routine procedures. They must have the ability to perform patient assessment, develop a plan of action, establish priorities, and react effectively in a routine or emergency situation.

All lectures, labs, and clinical education rotations are conducted in English. Knowledge and demonstration of written and spoken English are essential for the completion of successful student outcomes.

International students may need to submit official English proficiency test scores (details provided in the link above) that are *less* than 2 years old.

English Proficiency Test Requirements:

To demonstrate English proficiency, students can complete one of the following:

- Cambridge CPE or CAE
- The International English Language Testing System (IELTS)
- The Test of English as a Foreign Language (TOEFL)
- Other alternative options on the UNM website listed in the web link provided below
- Minimum score requirements are listed in the web link provided below. Official test results must be sent directly to the University of New Mexico. The TOEFL code for UNM is 4845.

Exceptions to the English Proficiency Test Requirements:

- Completion of four years of US high school with a 2.5 GPA or better.
- ACT English score of 19 or better (test not REQUIRED for admission)
- SAT Evidence-Based Reading/Writing (post-March 2016) score of 500 or SAT Verbal score (pre-March 2016) of 480 or better (test not REQUIRED for admission)
- Completion of two semesters of freshman English composition (English 110 and 120 equivalent) with a grade of C or higher at a regionally accredited U.S. college or university. (These courses must be completed on an A-F grade scale.)

For more information on UNM international student admission and English proficiency requirements or to upload your English Proficiency results, please visit the link below:

<https://international.unm.edu/english-proficiency.html>

STUDENT RESOURCES

UNM Net ID and Password

UNM Net ID and password are required to access UNM's *Learning Central* to complete online modules for all clinical students. **All students will be assigned a salud.unm.edu email** and a UNM.edu email. **Students are required to use the salud.unm.edu email** while enrolled in the program. Both emails should be linked. Emails need to be checked regularly throughout the week for course updates.

Clinical sites outside of the UNM system may require a separate username and password to complete site-specific compliance. For example, a separate password will be required to complete the Presbyterian Health Systems online modules for clinical participation. A list of required online learning modules will be provided to students before the start of clinical rotations.

Presbyterian login page Website: <https://mypres.phs.org/Pages/default.aspx>

UNMH SOM / HSC Student ID Badge

Student ID badges are authorized through the University of New Mexico Hospital (UNMH) security office. ID badges are required for library and computer pod facilities and access to UNM buildings. Students may also be required to have other ID badges for clinical rotations at non-UNM facilities. All identification badges must be returned to the Radiologic Sciences department at the end of clinical programs.

Health Sciences Library & Informatics Center (HSLIC)

Students have full privileges in all University of New Mexico libraries. Students are encouraged to utilize the Health Sciences Library resources for the submission of academic papers and research proposals.

Hours of Operation:

- Open to the Public and Library Services: Monday - Friday: 8 am - 5 pm
- 24/7 Access (HSC Students, faculty, and Staff with an HSC badge)

Library Info Desk: 505-272-2311

HSLIC website: <https://hsc.unm.edu/hslc>

Students can make copies at all campus libraries. Students have a limited number of free copies with their bursar accounts. Additional copies can be purchased.

Radiologic Science and Nuclear Medicine LibGuide

The HSLIC provides a collection of resources tailored to our students' needs. The Radiologic Sciences Program library resource page can be found at the website: <https://libguides.health.unm.edu/radiology>

Computer Access and Study Rooms

Available through the HSC Library.

- Computers are available in the Health Sciences Library
- Reserve a study room: <https://libcal.health.unm.edu/reserve/rooms/study>

Accessibility Resource Center (ARC)

The Accessibility Resource Center (ARC) recognizes individuals with disabilities as an integral part of a diverse community and is committed to the provision of comprehensive resources to the University community (faculty, staff, and students) in order to create equitable, inclusive, and practical learning environments.

Accessibility Resource Center (ARC): <https://arc.unm.edu>

Office of Professional Well-Being (OPW)

Academic support services are offered to School of Medicine students as part of the Office of Professional Well-Being (OPW).

Learning specialists assist students in assessing and addressing the following:

- Mental Health & Counseling
- Addiction & Recovery
- Apps for Mindfulness and Personal Resiliency
- Books on Well-being
- Education and Professional Development
- Physical Health
- Technical Support
- Work-life and Connection

Well-being resources offered through this office are for all students in need of help. Whether we are concerned about our physical or emotional health, are looking for ways to connect with others at UNM or in our community, or are just curious about what resources are available for you, there is plenty to discover. Please use the link below to find out more information. If a student is unable to locate resources, please reach out to any Rad Sci faculty member for assistance in accessing resources. We are here to help.

Office of Professional Wellbeing: <https://hsc.unm.edu/medicine/about/well-being/>

See Appendix A – Student Mental Health Resources for additional contact information and resources

Tuition and Fees

Contact the UNM Bursar's office for current published tuition rates and fees for all courses. Use the *Quick Links*: Tuition and Fee Rates.

UNM Bursar's Office Website: <https://bursar.unm.edu/>

Student Needle Stick Insurance

Clinical students will be charged a minimal fee for needle stick insurance. The fee will automatically be charged to student bursar accounts.

Financial Aid

The SOM financial aid office will assist students in navigating the process for applying for financial support for educational fees. A comprehensive Financial Aid Handbook is available in the SOM Financial Aid Office, BMSB 147, or call 272-8008. Questions regarding financial aid should be directed to the financial aid office.

SOM Financial Aid Website: <https://hsc.unm.edu/medicine/about/well-being/lobomd-quickguide/financial-help.html>

Student Academic Records

The Office of Student Services maintains an academic record for each student. The record contains all grades and narrative evaluations submitted by faculty for completed academic coursework. The file is available for student review during regular working hours (Monday-Friday: 8 am - 5 pm). All student files are governed by the Student Records Policy of The University of New Mexico, as well as the Family Educational Rights and Privacy Act (FERPA). For more information, review the catalog link:

FERPA Website: <https://registrar.unm.edu/privacy-rights/ferpa.html>

Parking and Transportation Expenses and Liability

As a student, you will be expected to pay for parking and transportation expenses for all class and clinical-related activities. Some clinical sites provide parking free of charge or at a discounted rate. The University assumes no responsibility for damage to any student's vehicle or injuries that may occur during transportation to and from class-related activities. Parking is limited on the UNM campus. Please review the link below or call for the latest parking fees.

UNM Parking: 505-277-1938 parktran@unm.edu

Parking and Transportation Website: <https://pats.unm.edu/>

Professional Organizations

Students are eligible and strongly encouraged to join professional organizations that support the modality of their training. The American Society of Radiologic Technologists (ASRT), the New Mexico Society of Radiologic Technologists (NMSRT), and the Society of Nuclear Medicine and Molecular Imaging (SNMMI) offer student rates for membership.

See Appendix B – Useful Websites for additional information.

STUDENT SAFETY AND RIGHTS

Emergency Student Preparedness

Students should be aware of UNM protocols when an emergency occurs on campus, including UNM communication systems, how to shelter in place, rules for evacuation of a building, and how to report suspicious behavior on campus.

See Appendix C – Emergency Student Preparedness for additional information.

Security/ Campus Services

Campus police can be reached 24 hours per day at 505-277-2241. UNM provides escort services to your car, dorm, or classroom after dark. Security aides are available evenings throughout the week. Call security to set up a campus escort or contact Campus Police for any safety-related issue.

UNM Police Website: <https://police.unm.edu/>

Students are encouraged to download the UNM Safe App, which is a mobile app that increases user safety by creating a virtual safety network of friends and family.

To learn more, visit the website: <https://unmsafe.unm.edu/>

Office of Compliance, Ethics, & Equal Opportunity

The Office of Compliance, Ethics & Equal Opportunity (CEEEO) supports University compliance initiatives aligned with its core values. Their commitment to the UNM community is demonstrated through our actions, such as addressing claims of discrimination and sexual harassment, providing guidance to leaders and departments, facilitating workplace accommodations, collecting and reporting compliance and safety data, and serving as a resource to the UNM and broader communities. CEEEO envisions a campus where every person's actions are guided by our shared ethics and values: delivering a world-class education, contributing to the greater community, fostering equal opportunity, embracing diversity, prioritizing safety, and upholding integrity.

CEEEO Website: <https://ceeo.unm.edu/>

Equal Educational Opportunity Policy

The University of New Mexico is committed to providing equal educational and employment opportunities regardless of sex, marital or parental status, race, color, religion, age, national origin, ethnicity, physical handicap, or military involvement (Vietnam era veteran or handicapped veterans). Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational program or activity receiving federal financial assistance by way of grant, contract, or loan. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination based on race, color, or national origin, and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against qualified handicapped persons. Equal educational opportunity includes admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletics.

Responsibility for equal employment and educational opportunity throughout the University rests with the UNM President. The President has appointed an Affirmative Action Director and has assigned responsibility to him/her for promoting and encouraging progress in meeting the University's equal opportunity goals. All grievances, questions or requests for information relating to these concerns should be referred to the CEEEO office located at:

UNM Office of Equal Opportunity
609 Buena Vista Dr. NE, ABQ., NM 87106
Phone: 505-277-5251

Title IX, UAP 2720, and UAP 2740

Our classroom and university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. If you ever need assistance or have concerns about incidents that violate this principle, please access campus support resources. These include confidential services at Lobo RESPECT Advocacy Center, the Women's Resource Center, and the LGBTQ Resource Center. The University of New Mexico prohibits discrimination on the basis of sex (including gender, sex stereotyping, gender expression, and gender identity). UNM faculty and graduate teaching assistants are considered "responsible employees." "Responsible employees" must communicate reports of sexual harassment, sexual misconduct and sexual violence to the Office of Compliance, Ethics and Equal Opportunity. See below for information on the campus policies regarding sexual misconduct and reporting.

UAP 2720: Equal Opportunity, Prohibited Discrimination, and Related Misconduct:

<https://unmpolicy.policystat.com/policy/21070005/latest>

UAP 2740: Sex Discrimination Including Sexual Harassment and Other Prohibited Conduct:

<https://unmpolicy.policystat.com/policy/17084862/latest/>

If you are pregnant or experiencing a pregnancy-related condition, you may contact UNM's Office of Compliance, Ethics, and Equal Opportunity at ceeo@unm.edu. The CEEO staff will provide you with access to available resources and supportive measures and assist you in understanding your rights.

UNM Safe Reporting Sites for Students

In addition to the UNM Office of Equal Opportunity, students have other options for making a complaint of sexual harassment or misconduct.

1. UNM Student Health & Counseling (SHAC)

Phone: 505-277-3136

SHAC Website: <https://shac.unm.edu/>

Address: MSC06 3870, 1 University of New Mexico, Albuquerque, NM 87131-0001

2. LGBTQ Resource Center

Phone: 505-277-LGBT (5428) Email: arcoiris@unm.edu

LGBTQ Website: <https://arcoiris.unm.edu/>

Physical Location: Bldg. 20A, basement floor (accessibility access phone on ground level)

Address: MSC05 3155, 1919 Las Lomas NE, Albuquerque, NM 87131

3. Lobo Respect Advocacy Center

Phone: 505-277-2911 Email: loborespect@unm.edu

Lobo Respect Website: <https://loborespect.unm.edu/>

Physical Location: University Advisement and Enrichment Center, Room 262

4. Women's Resource Center

Phone: 505-277-3716 Email: women@unm.edu

WRC Website: <https://women.unm.edu/>

Address: MSC 06 3910, Mesa Vista Hall 1160, 1 University of New Mexico, Albuquerque, NM 87131

5. Faculty SAFE

Faculty Safe Website: <https://facultysafeunm.wordpress.com/>

6. Learning Environment Office (LEO) – fostering a climate of respect & inclusion

Phone: 505-272-7867 Email: hsc-leo@salud.unm.edu

LEO Website: <https://hsc.unm.edu/medicine/education/leo/>

CLINICAL POLICIES

Please see your program's section of the handbook for clinical policies specific to your program.

Personal Appearance

Students are expected to maintain a clean, neat, PROFESSIONAL appearance as they are directly involved with patients in the clinical setting. Program professional solid-colored scrubs (cherry bottoms, silver tops) are to be worn when in the clinical setting. Students can order appropriate scrubs from any online venue.

The UNM photo ID badge lanyard is required to be prominently displayed.

Should the student arrive at any clinical institution dressed inappropriately, the student will be sent home to change attire. Any missed clinical time must be made up by the end of each semester.

Students with long hair are asked to keep it tied back and off the face. Perfume, cologne, and aftershave should not be worn, as perfume odors may cause nausea in patients and additional discomfort.

If the clinical setting to which the student has been assigned has a stricter dress code/professional presentation policy, that policy will supersede the Radiologic Science dress code policy.

Highlights of the UNMH dress code policy include, but are not limited to:

For All Students

- Good personal hygiene is required, including bathing and grooming. Clothing must be neat, clean, wrinkle-free, and in good repair
- Hair must be worn in a way that prevents contamination and does not present a safety hazard; no unnatural hair colors
- Highly fragranced lotion, perfume, cologne, and/or smoke odor must be avoided.
- Jewelry must be kept to a minimum. The use of jewelry should be in keeping with the professional and business functions of the organization. Jewelry that may interfere with job functions or possibly result in injury to the staff member or patient is prohibited. Dangling earrings and rings of excessive size or number, for example, can be dangerous to both staff and patient and generally would be considered inappropriate.
- **Any ferrous metals would be a danger in the vicinity of an MRI machine**, so please consider this if entering Zone III or IV of the MRI suites at a clinical facility.
- Mustaches and beards must be well-groomed and closely cropped
- Tattoos and/or any form of body art must be covered during the clinical site rotations.
- Visible body piercings must be limited to minimal ear piercings

For Areas Involving Direct Patient Care

- Artificial nails are prohibited; natural nails must be kept short (no longer than ¼ inch beyond the fingertip) and clean
 - Gel nail polish is not approved
- Footwear must be safe, supportive, clean, and non-noise-producing
 - No open-toe shoes may be worn
- Hose, stockings, or socks must be worn
- Long hair must be tied back

Professional Conduct

Professional conduct will be maintained by the student in the clinical facilities and the classroom. This includes being considerate of fellow students and healthcare team members. Congregating and socializing in the patient reception areas, patient imaging rooms, radiopharmacy, and halls is not considered professional. HIPAA requires no discussion of any patient information unless necessary for the patient's care. Students are not to share any viewing of images with patients. Any unprofessional conduct will result in disciplinary action.

Professional ethics demand that health personnel neither consume alcohol/drugs within the hospital nor arrive/return to the hospital after alcohol/drug consumption. Students who violate this policy will be excused from the clinic, and appropriate disciplinary action will be taken. More information can be found in [Professionalism and Disciplinary Policy](#) within this handbook.

Professional Attitude

Insubordination to physicians, clinical technologists, patients, and staff will not be tolerated. Students who violate this policy will be excused from the clinic, and appropriate disciplinary action will be taken.

Suggestions for Academic and Clinical Success

Being a student in the Radiologic Sciences Program implies that you have committed to the intensive educational process that is required. The responsibilities connected with this commitment are many. The program is committed to student success and thus offers the following suggestions as a guideline for meeting these commitments.

1. Prepare for and participate in class - Being prepared for class saves time (an important commodity), which allows for questions during class time. Questions should require clarification of key topics rather than a general lack of knowledge. Class questions contribute to student comprehension. It is required to read the assigned material before class. Faculty will assume class content is reviewed before class and may not cover all the content in class.
2. Keep up! – CT, MRI, Nuclear Medicine, and Radiography education is similar to learning a new language, and the curriculum is cumulative and progressive. Each week builds on prior knowledge. Students will be better prepared for exams if they keep up with the work, and the stress level may be lower throughout the semester. This approach is particularly valuable during the first part of each semester. Budget time accordingly.
3. Be active - Students in each class are asked to elect officers. Students will be asked to participate in planning and attending Alumni events. Be willing to volunteer and work with other members of the Health Profession programs.
4. Give constructive feedback - Student opinions are essential to program success. Student feedback can inform the effectiveness of educational planning. Students can make individual appointments with faculty and/or the directors to provide constructive feedback professionally and courteously. Both compliments and constructive feedback are welcome.

Suggestions for Student Behavior

- Recognize the need for and seek help from instructors as early as possible – All faculty are committed to student academic success and are willing to meet with students to discuss their progress in the program. Feel free to make appointments with any faculty member as appropriate.
- Be courteous - Even in times of stress, strive to be courteous. Our staff, the faculty, and your classmates will appreciate your efforts immensely and will reciprocate in kind. Try to remember that the faculty has your best interests in mind.
- Keep your sense of humor! Humor often lowers stress.
- Manage stress- in a balanced fashion and be a role model for others around you.
- Be responsible for yourself - Students admitted to the program are accepted with the understanding that they are adults and able to exercise control over their own lives. For this reason, it is deemed inappropriate for parents, family members or significant others to become directly involved with matters that arise which are between the student and the program. Due to FERPA, the program is unable to discuss academic and student issues with family members.

Patient Care

Patient care is the primary concern at UNMH, VAH, and all other clinical facilities. Respect for patient dignity is required of all students. Students are not to discriminate against patients or members of the healthcare team according to race, culture, ethnicity, gender, and /or disabilities. Patient medical records are confidential. **Patient information may NOT be discussed with any patient or student in a non-professional context.** Students are expected to treat each patient with respect and dignity. A kind word, fresh linens, explanation of the procedure, and keeping patients covered at all times during procedures are just a few ways to deliver excellent patient care. Each patient should **ALWAYS** be treated with the kindness, courtesy, and respect that one would wish for an immediate family member. If students have questions concerning how best to deliver excellent patient care, please reach out.

Personal Protective Equipment (PPE)

Students will learn how to effectively don and doff PPE before entering the clinical setting. PPE will be supplied by each clinical site. Students will be trained to safely scan patients with infectious diseases.

Students will have the option to scan infectious patients and can opt out. N-95 masks will be provided by each clinical site. N-95 fit testing will be provided by UNM Environmental Health and Safety.

UNM Environmental Health and Safety:

<https://ehs.unm.edu/occupational-safety/ehs-respiratory-protection-program.html>

Health Insurance Portability and Accountability Act (HIPAA)

All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. Breach of confidentiality will result in disciplinary action, up to and including dismissal from the program and/or the course.

Students are cautioned that ONLY a physician may discuss the diagnoses with the patient or other physicians. Students must take extreme care not to practice outside of the scope of practice while in the program. This includes denying telephone requests for interpretation of examinations. The caller is to be referred to a physician. Any deviation from this regulation will NOT be tolerated and will result in disciplinary action, up to and including dismissal from the program and/or course.

Study Interpretation Policy

- **All interpretation of results to clinicians must be performed by the Radiologist, Radiology Resident, or Staff Physician. No exceptions.**
- All reporting of results will be completed by Radiology Residents or Staff Physicians if available. This includes telephone inquiries as well as in-person requests for exam results.
- It is understood that patients are not to be given results of any performed procedure. All patients will be referred to their primary physician for results.
- Medical Imaging students are not allowed to show images to patients.

Injection Policy

- **All injections (including radioactive tracers and adjunctive medications) must be performed under the direct supervision of a certified Medical Imaging technologist.**
- A student may only inject with permission from a supervising certified technologist.

Mobile Device Policy

Students participating in some of the Radiologic Sciences clinical programs will be required to purchase or use a mobile device to track the student's clinical experience while attending the program. Phones may also be utilized as a storage and retrieval device for class materials, clinical protocols, and recording daily clinical records.

Examples of mobile devices include, but are not limited to:

- Android Phone
- Android Tablet
- Apple iPod Touch
- Apple iPhone
- Apple iPad and iPad mini

MRI/ CT students are required to submit weekly databases from their mobile devices. Nuclear medicine students are required to submit monthly databases from their mobile devices.

Students have the option to purchase additional software for their personal computer at home to synchronize databases. Students will be responsible for any lost clinical data.

Students are not allowed to photograph, record, or videotape patients' interactions, procedures, or any related information. In addition, students are not allowed to share medical images with patients or others. No Exceptions. Violation of this policy is against federal law and may result in legal disciplinary action, including dismissal from the program and disciplinary action on behalf of the clinical site.

CLINICAL HEALTH REGULATIONS AND POLICIES

General

Students enrolled in clinical programs **must be** covered by major or adequate health medical insurance, including hospitalization coverage (with a company of their choice) throughout the entire program. All students are eligible to participate in the student health insurance program available through the University of New Mexico AcademicBlue UNM Student Health Plan, known as AHP. It is the student's responsibility to decline the UNM-provided healthcare coverage each semester.

Student Health Center and Counseling (SHAC)

SHAC is a comprehensive outpatient healthcare service for UNM students. It provides essentially the same kind of health facilities that would be provided at private clinics but at a greatly reduced cost to students. This is due to UNM budgetary funding allocation from student fees. Fees are charged for lab tests, X-rays, infirmary admissions, procedures, and medication. The center provides immediate care under the walk-in service. The SHAC is located on the main campus north of Johnson Center and across the mall from (east of) the Student Union Building (SUB).

Limited patient parking is available behind Student Health & Counseling. Students may obtain parking permits from the SHAC Reception Area, Counseling Services, or the Pharmacy. SHAC provides medical care, counseling, therapeutic services, and health education.

SHAC is open Monday - Friday, 8:00 AM - 5:00 PM. SHAC is closed on all official UNM holidays (and campus closures due to weather or unforeseen circumstances).

Medical services include primary medical care by appointment and a walk-in clinic. Specialty consultations are also available in allergy, dermatology, internal medicine, nutrition, physical therapy, podiatry, psychiatry, and surgery. There are separate Women's and Men's Health Services. In addition, there is an Allergy & Immunization Clinic that offers routine and travel immunizations. All patient information is held in strict confidence. Student Health and Counseling (SHAC) services are available to all currently enrolled UNM students.

For information on health insurance and fees for services, please visit the SHAC website, listed below.

Or call Student Health & Counseling at 505-277-3136.

Website: <http://shac.unm.edu>

Health Insurance Available to Undergraduate Students

All students enrolled in clinical programs are required to show proof of health insurance coverage each semester. It is the student's responsibility to notify staff when or if health coverage expires or is no longer valid.

To ensure that all students will be covered, each student will automatically be billed for UNM Student Health Insurance (AcademicBlue Student Health Plan or AHP) at the beginning of the Fall, Spring, and Summer sessions unless the student formally waives the insurance.

AHP Waiver procedure and deadline information are available at:

Website AcademicBlue: <https://unm.myahpcare.com/>

To purchase medical group insurance, please visit:

Website: <https://hr.unm.edu/benefits/student-health-plan>

According to the University of New Mexico Health Science Center Affiliation Agreement Section V, Item D:

*"In the event of injury to a Student at the Clinical Facility, the Student will seek treatment at a facility selected by the Student. If necessary, the Clinical Facility will provide emergency medical treatment to Students while they are assigned to the Clinical Facility. **The cost of such treatment will be paid by the Student or the Student's third-party payer.**"*

For further assistance, call 505-277-3136 to schedule an appointment with a Health Insurance Navigator.

Background Check

All students are required to complete and pass a New Mexico Department of Health background check, arranged by the UNM Radiologic Sciences program, before assigned clinic rotations. Students will be responsible for the cost of the test.

Drug Policy

See UNM Drug Policy

<https://cosap.unm.edu/alcohol-and-other-drug-information/unm-alcohol-and-drug-policies.html>

Urine Drug Screening

All students are required to complete a 10-point urine drug screening test, arranged by the Clinical Coordinator in Radiologic Sciences clinical programs, before being assigned clinic rotations. Students will be responsible for the cost of the test. Students are subject to random drug tests throughout the program at the discretion of the UNM Radiological Sciences Program faculty.

Standard Precautions

The following universal precautions will be observed by all UNM Radiologic Science Clinical students while participating in the program:

- *Hands*
Hands should always be washed before and after contact with patients. Hands should be washed when gloves are used. If hands come in contact with blood, body fluids, or human tissue, they should be immediately washed with soap and water.
- *Gloves*
Gloves will be worn when contact with blood, body fluid, tissues, contaminated surfaces, or radioactive materials is indicated. Gloves are required when performing all IV injections.
- *Gowns*
Gowns or plastic aprons are indicated if blood splattering is likely.
- *Masks and Protective Goggles*
Masks and protective goggles will be worn if aerosolization or splattering are likely to occur such as in certain dental and surgical procedures, wound irrigations, post-mortem examination, and or bronchoscopy.
- *Emergency Equipment*
To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices are strategically located and available for use in areas where the need for resuscitation is predictable.
- *Sharps*
Sharp objects should be handled in such a manner as to prevent accidental cuts or punctures. Used needles should not be bent, broken, reinserted into their original sheath, or unnecessarily handled. They should be discarded intact immediately after use into an impervious needle disposal box, which should be readily accessible (placed in all clinical areas, including patient rooms). All needle stick accidents, mucosal splashes, or contamination of open wounds with blood or body fluids will be reported immediately to the Clinical Coordinator and Clinical Supervisor.
- *Blood Spills*
Blood spills will be cleaned up promptly with a disinfectant solution as provided by the clinical site
- *Blood Specimens*
All patients' blood specimens will be considered biohazardous, and PPE should be worn.
- COVID Requirements are currently lifted by the CDC. In the event of another outbreak, CDC, State, and UNM guidelines will be followed.

Accident/Injury/Needle Stick Procedures

The student will report any accident or injury immediately using **Appendix D – Student Accident/Injury Report** to their Clinical Site Supervisor (Affiliate Education Supervisor) and Clinical Coordinator and will begin following the UNM SOM needle stick accident protocol below.

This form will be filled out when a student receives an accidental needle stick. It can be located on the website: "Obtaining Medical Care". Or use the link below:

<https://shac.unm.edu/services/allergy-immunization/blood-body-fluid-exposure.html>

When an exposure occurs:

1. Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. There is no evidence that the use of antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk for HIV transmission. However, the use of antiseptics is not contraindicated. Use of caustic agents, e.g., bleach, is not recommended.
2. Medical Evaluation: It is very important that medical evaluation take place immediately because treatment decisions must be made within 2 hours after exposure. HIV prophylaxis for high-risk exposure appears most effective if started within 2 - 4 hours. It is also extremely important to evaluate the donor's risk status immediately.

Appendix D – Student Accident/Injury Report is in this handbook.

Students need to report to the following departments if an accident/ injury or needle stick occurs:

1. The student needs to notify the Program Director, Clinical Coordinator, and Clinical Preceptor immediately upon exposure or incident.
2. After an accidental exposure or incident occurs, the student is to report to SHAC on the main campus. SHAC is open during normal business hours of 8:00 to 5:00 PM.
3. After hours, the student needs to report to the clinical site emergency room (ER) or the student's choice for medical care. The student needs to notify ER personnel immediately regarding the incident so that treatment is not delayed.
4. **The student needs to have Appendix D – Student Accident/Injury Report filled out, with a copy provided to the Radiologic Sciences program.**

Obtaining Medical Care for Blood & Body Fluid Exposure/Needle-Stick

When an exposure occurs:

Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. There is no evidence that the use of antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk of HIV or infectious transmission. However, the use of antiseptics is not contraindicated. Use of caustic agents, e.g., bleach, is not recommended.

Medical Evaluation:

Medical evaluation must take place immediately because treatment decisions must be made within 2 hours after exposure. HIV prophylaxis for high-risk exposure appears most effective if started within 2 - 4 hours. It is also extremely important to evaluate the donor's risk status immediately.

UNM Student Health and SHAC will provide guidance.

Medical Evaluation Facilities:

The student should report **IMMEDIATELY** to UNM Student Health & Counseling (SHAC).

SHAC Hours: 8 am to 5:00 pm, Monday through Friday. Hours are subject to change.

Website: <http://shac.unm.edu/>

Outside of these hours, the student should go **IMMEDIATELY** to the nearest emergency room associated with the clinic or office where the incident occurred for the initial evaluation. Follow-up can be done at SHAC. (Do not go to UNM Employee Occupational Health unless you are a student employee and the exposure occurred after business hours). The student should notify their Program Director, Clinical Coordinator, and Clinical Instructor immediately. The supervisor and student should fill out **Appendix D – Student Accident/Injury Report**, located in the clinical handbook. This form should go with the student to his/her evaluation for treatment.

Note: If the incident occurs at the VA Hospital, the VA Employee Health Clinic will do the initial evaluation.

Laboratory Testing/Treatment:

- a) **To determine whether treatment of the student is necessary, blood must be drawn from the patient/donor to evaluate Hepatitis B, C, and HIV status.**
 - **Call the Infection Control Nurse or Nursing Supervisor to order these tests on the patient/ donor.** The Infection Control Nurse (7 am to 4 pm) or Nurse Supervisor (after hours) should review the medical record, question the patient/ donor about risk factors, and obtain the patient's/ donor's consent to do the tests necessary to evaluate their health status.
- b) If the exposure occurs in an outpatient setting (and these tests cannot be done), send the patient/ donor to Student Health & Counseling (SHAC) with the exposed student for evaluation.

For more information on testing and treatment decisions or protocols:

- c) PALS line, Infectious Disease physician on call: (505) 272-2000 or 1-888-UNM-PALS (1-888- 866-7257)
- d) Student Health & Counseling (SHAC): (505) 277-3136 (Monday through Friday, 8am - 5pm. Hours are subject to change; check website [shac.unm.edu] for updates.)
- e) Student Health & Counseling (SHAC) Needle-Stick Web Page: <https://shac.unm.edu/services/allergy-immunization/blood-body-fluid-exposure.html>

LIABILITY

General

As stated in the Radiologic Sciences Affiliation agreement:

“V. LIABILITY AND COVERAGE

A. As between the parties, each party acknowledges that it will be responsible for claims or damages arising from personal injury or damage to persons or property to the extent they result from the negligence of that party's employees or (in the case of School) Students. The Clinical Facility understands that the School is not indemnifying Clinical Facility for the acts or omissions to act of School's Students and/or employees. The liability of the School, its Students and its employees will be subject in all cases to the limitations and immunities of the New Mexico Tort Claims Act, Sections 41-4-1 et seq. NMSA 1978, as amended.

B. The New Mexico Risk Management Division provides professional liability coverage of School, its students and employees for their health care instructional activities at the Clinical Facility as set forth in the New Mexico Tort Claims Act.”

See Appendix E – Evidence of Coverage for additional information.

RADIOLOGIC SCIENCES – RADIATION SAFETY POLICY

Purpose

This policy establishes comprehensive procedures and delineates responsibilities for the safe use of ionizing radiation during both the didactic and clinical components of the applicable Radiologic Sciences Program concentrations at the University of New Mexico, including Computed Tomography, Nuclear Medicine, and Radiologic Technology. It reflects the program's commitment to protecting students, faculty, staff, and patients by adhering to the principles of ALARA (As Low As Reasonably Achievable) and ORP (Optimization of Radiation Protection). The policy also ensures full compliance with applicable federal and state radiation protection regulations, including the New Mexico Administrative Code (20.3 NMAC), U.S. Nuclear Regulatory Commission (NRC) guidelines, Joint Review Committee on Education in Radiologic Technology (JRCERT) Standard 5.1, and Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) Standard E3.4.

Applicability

This policy applies to all individuals affiliated with the Radiologic Sciences Program at UNM, including:

- Students enrolled in didactic or clinical education
- Faculty and instructors involved in radiation-related instruction
- Clinical preceptors and technologists supervising student learning
- Administrative and support personnel with duties in radiologic sciences environments

*This policy applies across all campus labs and affiliated clinical education centers where ionizing radiation is used for instructional, diagnostic, or therapeutic purposes.

Authority & Oversight

Radiation Safety Officer (RSO): Ensures compliance with radiation safety protocols, monitors dosimetry, and liaises with the New Mexico Environment Department (NMED).

Program Director: Oversees student safety training, ensures faculty compliance, and implements program-wide safety practices. Reviews radiation safety policies annually and updates policies and procedures as required.

Radiation Badge Coordinator: Facilitates requests for radiation dosimetry and radiation dosimeter exchanges, including prompt review of exposure reports with the student and documentation of student review.

UNM Radiology Control Committee (RCC): Provides periodic review of safety policy and ensures radiation safety practices in the UNM Healthcare system. Policy determined by the RCC and RSO informs Radiologic Science Program policy updates.

Clinical Preceptors & Instructors: Ensure real-time monitoring of student radiation practices and provide mentorship in safe imaging procedures.

ALARA Policy

Radiation exposure is minimized through education, supervision, and strict adherence to safety standards. UNM enforces a formal ALARA-compliant program in accordance with 20.3 NMAC and 10 CFR 20.1101.

Key strategies include:

- Minimizing radiation exposure by controlling time, maximizing distance, and using appropriate shielding
- Conducting routine exposure reviews and policy audits
- Educating all personnel and students on radiation risks and dose reduction practices
- Promptly investigating any exposure trends approaching ALARA thresholds

*The ALARA policy is a cornerstone of both ethical practice and regulatory compliance in clinical imaging education.

Supervision of Students

- Students are under the direct supervision of program faculty at all times when performing class or laboratory activities using radioactive materials or energized radiation-producing equipment.
- Students are directly or indirectly supervised (as required by NMAC 20.3.20, JRCERT Standard 5, and JRCNMT Standard E3.3) while operating energized radiation-producing equipment or using radioactive materials in the clinical environment.

Required Radiation Safety Practices

- Radiation dosimeters must be worn at all times during lab activities involving ionizing radiation and clinical experience or observation.
- Students must not hold image receptors during exposure at any time.
- When patient immobilization is the proper standard of care, the students may not hold the patient during imaging.
- Students must be appropriately supervised at all times in labs involving radiation or in a clinical environment.
- Students are required to notify the program of any status changes that may affect MRI safety.

Regulatory Radiation Safety Compliance

The program ensures radiation safety in accordance with the following regulatory bodies and standards:

- 20.3 NMAC: New Mexico state regulations for radiation protection
- 10 CFR Part 20: U.S. NRC guidelines on radiation protection standards
- JRCERT Standard 5.1: Mandates measurable safeguards for student radiation exposure in clinical education
- JRCERT Standard 5.3: Ensures that students follow radiation safety practices
- JRCNMT Standard E3.4: Requires compliance with federal and state radiation protection regulations
- NRC Regulatory Guide 8.13: Prenatal exposure guidelines for pregnant workers and students

These frameworks guide policy creation, dosimetry thresholds, training content, and response protocols.

Dosimetry & Dose Monitoring

Each student and faculty member who may be occupationally exposed to ionizing radiation will be provided with a personal dosimeter. Dosimeters are issued and tracked in accordance with UNM Radiation Safety Office (RSO) and UNM Radiologic Science Program protocols.

All students are issued personal dosimeters that must be worn:

- During all clinical rotations and laboratory sessions involving ionizing radiation.
- At the collar level, outside of any lead protective apparel for exposure to x-rays only, or at the chest level for exposure to radioactive materials.
- Students in the Nuclear Medicine program must wear a whole-body dosimeter at the chest level, as well as a ring dosimeter on the dominant hand with the label towards the palm of the hand.
- Dosimeters must not be shared or used by others.
- Dosimeters must be removed and stored properly when leaving the clinical or lab area.
- Students employed occupationally at any medical facility (including the facility hosting their educational rotations) must be issued a separate dosimeter to strictly distinguish occupational dose from educational dose. Student dosimeters should be worn only in clinical rotations and lab activities.
- For declared pregnancies, an additional fetal dosimeter will be worn at waist level, beneath a lead apron (when applicable) or underneath a standard lab coat during all exposures, throughout the pregnancy.

Dose Monitoring Procedures include:

- Quarterly dosimeter exchange facilitated by the badge coordinator
- Quarterly collection and analysis of dosimeters by the RSO from the contracted monitoring service. Those reports are sent to the badge coordinator for distribution. All dose reports are kept electronically in a secure location.
- Provision, review, and signed acknowledgement of student exposure reports within 30 school days of receipt. This may be done by both the radiation dosimetry facility and the program. This may be done electronically.
- Immediate intervention if exposure reports reach defined limits. Any reading (whole-body or ring dosimeter) exceeding 300 mrem (3 mSv) in a quarter will trigger a UNM Office of Radiation Safety (ORS) ALARA Level I response, resulting in:
 - A formal Radiation Monitoring Report
 - A review meeting between the student and the Program Director/RSO
 - Discussion of Cardinal Principles of Radiation Protection (time, distance, shielding)
- If the exposure cannot be justified by the RSO, a notification letter will be sent to the individual. A list of all affected personnel will be presented to the RCC at the next scheduled meeting.

Annual Dose Limits:

The NRC (10 CFR 20.1201) and NMAC code 20.3.4.405 limit adult occupational dose to the total effective dose equivalent of 5 rems (0.05 Sv or 50 mSv) per year. The UNM Radiologic Sciences Program limits adult student exposure to 3 rems (0.03 Sv or 30 mSv), well below the NRC-recommended dose limit.

- General Students – 18 or more years of age: 3 rems (30 mSv)
- Declared Pregnant Students: 0.5 rem (5 mSv) during the entire gestation
- Minor students (less than 18 years of age): 0.1 rem (1 mSv).

*Records of student exposure are maintained for review and legal compliance.

Pregnancy Declaration & Fetal Protection:

The Radiologic Sciences Program follows the UNM Office of Radiation Safety (OFS) Pregnancy Policy for Radiation Workers (RSP-010), which aligns with [NRC Regulatory Guide 8.13](#). Radiologic sciences students may voluntarily declare pregnancy by submitting a confidential written notice to the RSO, which may be completed with **Appendix F – Pregnancy Declaration Form (RSF-010-1)**.

Once declared:

- The student receives confidential counseling on fetal radiation risks.
- A fetal dosimeter is issued to accompany the collar/ thyroid dosimeter.
- The fetal dosimeter will be worn at waist level, beneath a lead apron (when applicable) or underneath a standard lab coat during all exposures, throughout the pregnancy.
- Fetal dosimeters must be removed and stored properly when leaving the clinical or lab area.
- Dose limits for the pregnant worker must be ten times lower than the occupational dose, not to exceed 500 mrem during the gestational term. Any dose over 50 mrem (0.5 mSv) in a month shall require additional counseling.
- Optional counseling regarding radiation exposure during pregnancy is available.
- Adjustments to clinical assignments may be made to limit exposure without compromising education, per NRC and state guidelines. The program may allow alternative clinical assignments or a leave of absence for a student who has declared pregnancy.
- The student may withdraw the declaration at any time, for any reason, **in writing**.

A student who is pregnant may continue the program without declaring pregnancy or without modifying the program if they choose.

See Appendix F – Pregnancy Policy for Radiation Workers (RSP-010) and Pregnancy Declaration Form (RSF-010-1) from the UNM Office of Radiation Safety for more information or to voluntarily declare pregnancy.

Training Requirements

No student will be exposed to ionizing radiation before completing the required safety training and demonstrating understanding of:

- Radiation risks and exposure limits
- Monitoring procedures
- Protective measures and equipment use

Radiation safety training is mandatory and includes:

- Initial Training: Prior to first clinical placement, covering ALARA, biological effects of radiation, equipment use, PPE, applicable regulatory requirements, requirements of the UNM radiation safety manual, and emergency actions.
- Annual Refresher: Includes updates to regulations, review of regulatory requirements, UNM Radiation Safety Manual review, review of best practices, and analysis of recent incidents (if applicable).
- MRI Safety Training: Students shall complete MRI safety training and screening before the commencement of clinical rotations.
- MRI screening forms are maintained by the Clinical Coordinator. Students are required to notify the Clinical Coordinator of any changes to their status regarding the MRI screening form.

*Training is documented, regularly evaluated for effectiveness, and updated to reflect current best practices and regulatory changes.

Equipment and Environmental Controls

- All imaging equipment is inspected and certified per New Mexico Radiation Control Bureau standards.
- Radiation-producing equipment must meet all state and federal operational standards. Control measures include:
 - Annual inspections by a medical physicist
 - Clearly posted signage (i.e., “Caution: Radiation Area”) in all rooms housing radiation-producing equipment.
 - Verified and functional shielding, collimators, and interlock systems.
 - Emergency procedures and contacts are posted in all relevant areas.
 - Use and maintenance logs to track operational status and incident history.

Emergency Procedures & Incident Reporting

Any radiation-related incident must be reported immediately to the RSO or designated authority.

Examples of reportable incidents:

- Lost, stolen, or damaged dosimeters
- Equipment malfunction or failure
- Suspected personnel overexposure
- Radioactive material spills or contamination

See Appendix G – Radioactive Spill and Emergency Response and Appendix H – Radioactive Spill Report Form for more information on radioactive material spills.

Recordkeeping

The following records are maintained for a minimum of five years:

- Personal exposure reports
- Dosimetry sign-out and return logs
- Radiation safety training completion records
- Equipment inspection and certification reports
- Pregnancy declarations and fetal dose monitoring
- Radioactive material spills and incident reports

*Records are securely stored and made available upon request to regulatory agencies, faculty, and students.

Enforcement

Failure to comply with this policy, intentionally or through negligence, may result in:

- Written warnings or re-training requirements
- Suspension from clinical rotations
- Formal disciplinary review by program administration
- Report to JRCERT as required by Standard 5.1

*All individuals are expected to take personal responsibility for radiation safety and uphold this policy's principles in all clinical and educational settings.

Please visit <https://hsc.unm.edu/research/compliance/radiation-safety/> for more information on UNM's radiation safety policies and to find links to dosimetry forms.

SCHOLASTIC POLICIES

Academic Performance and Remediation Policy

Academic Standards-Grading System

Students must maintain a minimum grade of C (75%) in all Radiologic Sciences courses. A final grade below 75% in any course constitutes a failing grade and may result in dismissal from the Program. The University of New Mexico (UNM) Radiologic Sciences Programs utilize the following grading scale:

Letter Grade	Percentage Range
A+	97 – 100
A	93 – 96.99
A-	90 – 92.99
B+	87 – 89.99
B	83 – 86.99
B-	80 – 82.99
C+	77 – 79.99
C	75 – 76.99
C-	70 – 74.99
D+	67 – 69.99
D	63 – 66.99
D-	60 – 62.99
F	< 60

Final course grades are determined by the percentage of points earned out of the total possible points. A grade below “C” (less than 75%) is considered failing according to the UNM Radiologic Sciences Program's Scholastic Policy. Failure of a course may result in dismissal from the Program and will delay progression.

Remediation

Purpose: Remediation is designed to help students enhance their academic performance, improve professional competency, and achieve program learning outcomes.

Progression of Remediation:

Any individual who scores below 75% on a test, quiz, or assignment is required to receive mandatory tutoring with the course instructor during the next scheduled office hours.

Students with a cumulative course grade below 75% at midterm will be placed on academic probation. Written notification of probation status will be provided by the Program Director.

Study/Remediation Plan: A student placed on academic probation must collaborate with the course instructor to create a written remediation plan. The plan must be submitted by the instructor to the Program Director within five business days. Remediation strategies may include:

- Utilizing resources provided by the [Accessibility Resource Center \(ARC\)](#)
- Scheduled tutoring or faculty-directed study hours
- Additional coursework or targeted assignments designed to address areas of deficiency
- Repeat examinations or reassessment opportunities, as determined by the course faculty
- Skill-reinforcement activities in clinical or didactic environments

All remediation activities, tutoring sessions, and study plans must be documented and retained in the student's academic file.

Competency-Based Clinical Program

Clinical programs are competency-based. Students are required to demonstrate clinical proficiency through the successful completion of competency exams. Required competency exams are identified each semester. Students who do not meet clinical requirements each semester may be placed on academic probation.

Students will receive periodic clinical evaluations during the clinical rotations. Evaluations will be discussed with each student on an individual basis.

Students who fail to meet the minimum academic/clinical standards as outlined in the clinical and didactic course objectives will not receive the designated degree or certificate and will be ineligible to sit for national certifying examinations.

For advancement in the program, the student must demonstrate satisfactory performance in lecture and clinical practice, as well as personal qualities appropriate to the profession of Medical Imaging. Progress reports are given to students each semester.

A further statement of policy by the Board of Regents of the University of New Mexico may be found in the appendix section of The UNM Pathfinder. University Standards, Policies, and Regulations can be accessed at: <http://pathfinder.unm.edu>

Due Process

A student who believes that academic progress has been evaluated unfairly or improperly by a faculty member or academic program/department should follow the procedure detailed in the UNM Pathfinder, "Student Grievance Procedure," Article 2, Academic Disputes. This process starts with an attempt at informal resolution with the faculty member. If an informal resolution cannot be reached, a formal complaint can be submitted to the appropriate dean.

If the matter is not resolved, the student may appeal (in writing) to the UNM School of Medicine Health Professional Programs Student Due Process Policy linked below:

The policy is subject to change. If the policy changes within the academic year, students will be notified.

<https://hsc.unm.edu/medicine/education/health-professions/docs/health-professions-due-process-policy.pdf>

Student Appeal Process for Academic Failure

Submission in Writing

The applicant must submit in writing to the Program Director an explanation of his/her particular circumstances that would warrant special consideration. Relevant information may include health problems, financial situations, or reasons for recent changes in academic performance. The case will be reviewed by an advisory committee consisting of the Radiologic Sciences Program Director, Radiologic Science faculty, and a faculty advocate provided to the student from another program within the Health Professional Programs (HPP) located in the School of Medicine. Each applicant's case will be considered on an individual basis.

Following the meeting of the Advisory Committee, the student will be notified regarding the Committee's decision.

Withdrawal Policy

A student may withdraw from the Radiologic Sciences Program in accordance with UNM policies and deadlines if he/she is unable to fulfill the established academic/clinical criteria. Withdrawals should be submitted in writing to the department. Withdrawals are subject to a grade of W (Withdraw), to be determined by the Program Director at the time of the withdrawal. A W will not jeopardize the student's possible readmission into the program the following year if academic or clinical requirements cannot be made up (in cases of chronic illness, for instance). Each situation will be evaluated individually by the Program. Students who withdraw must reapply for readmission into the program to be reconsidered for acceptance for the next academic year.

For more information, please click on the following link:

<http://registrar.unm.edu/forms/enrlauth-univwith.pdf>

PROFESSIONALISM AND DISCIPLINARY POLICY

Students enrolled in UNM Radiologic Science Programs are expected to adhere to professional behavior standards at all times. Students are subject to the [Pathfinder](#), the [ARRT Standard of Ethics](#), the [ASRT Practice Standards for Medical Imaging and Radiation Therapy](#), and the [NMTCB Code of Ethics](#).

UNM Radiologic Science Programs have adopted the following definition of “professionalism” from the UNM HSC Learning Environment Office (LEO), “Professionalism Behaviors and Expectations for MD Students”.

We define professionalism as a practice of relational accountability, which is the ongoing responsibility to uphold trust, integrity, and respect within learning, working, and patient-care environments, and communities of care.

Professionalism is a learned set of attitudes and behaviors, and learners may fail to meet ideals of professional behavior during the learning process. The disciplinary policy maintains the standards of safe learning and clinical environments, with the objective of continuous student growth and improvement. Unprofessional behavior, including but not limited to the behaviors listed below, may result in corrective action. **Disciplinary action taken will be determined by the Program Director. The following actions should be considered a general guideline and will be adjusted to fit the circumstances.**

Severe violations or egregious incidents of unprofessional behavior may warrant immediate dismissal from the program, including violations of federal law or professional codes of ethics.

Unprofessional Behaviors:

Unprofessional behaviors include, but are not limited to:

- Dress code violation
- Excessive absences in class or clinic
- Tardiness, excessive lateness, and failure to follow clinical absence notification policies
- Insubordination to program faculty, clinical staff, or members of the healthcare team
- Failure to maintain academic or clinical proficiency
- Impairment due to the use of alcohol or drugs, including prescribed medication.
- Abusive language or unprofessional behavior in an academic or clinical setting
- Injecting and/or scanning without the appropriate supervision of a staff technologist
- Performing a competency without direct supervision of a staff technologist
- Failure to maintain clinical requirements
- Falsifying clinical attendance or competency records
- Unprofessional hygiene or appearance
- Failure to follow HIPAA regulations, including storing patient information on handheld devices.
- Personal cell phone usage during class time and clinical rotation
- Academic dishonesty, including but not limited to copying homework, cheating on quizzes or exams, dishonesty about AI use, and/or plagiarism
- Unprofessional interactions with patients, staff, and other healthcare team members

Respectful and Responsible Learning

We all have shared responsibility for ensuring that learning occurs safely, honestly, and equitably. Submitting material as your work that has been generated on a website, in a publication, by an artificial intelligence algorithm, by another person, or by breaking the rules of an assignment constitutes academic dishonesty. It is a student code of conduct violation that can lead to a disciplinary procedure. Off-campus paper writing services, problem-checkers and services, websites, and AI can be incorrect or misleading. Learning the course material depends on completing and submitting your work. UNM preserves and protects the integrity of the academic community through multiple policies, including policies on student grievances (Faculty Handbook D175 and D176), academic dishonesty (FH D100), and a respectful campus (FH CO9). These are in the Student Pathfinder (<https://pathfinder.unm.edu/>) and the Faculty Handbook (<https://handbook.unm.edu>).

Academic Dishonesty

The following statement appears among the scholastic regulations listed in the School of Medicine Student Handbook, regarding dishonesty in academic matters:

“Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards.”

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done by the student or done by others (including generative AI); and nondisclosure or misrepresentation in filling out applications or other university records. The Radiologic Sciences Academic Dishonesty policy is reviewed and signed at the beginning of the student’s academic semester for the Radiologic Sciences program.

Refer to the UNM Policy Office for the Academic Dishonesty Policy.

<https://pathfinder.unm.edu/campus-policies/academic-dishonesty.html>

See Appendix I – Academic Dishonesty Policy for more information.

Generative AI Use in the Academic Setting

The medical imaging professional and radiologic science student must be proficient in the appropriate use of artificial intelligence. The radiologic science curriculum must guide the student in achieving this competency. Offloading cognitive processing or critical thinking to a generative AI model can prevent the formation of clinical reasoning and critical thinking skills. When the learner relies on AI for the cognitive work or load without developing content knowledge, they may not learn to spot inaccuracies in the AI-generated material. The following are general guidelines for appropriate use in all UNM Radiologic Science courses and programs. Please see course syllabi and assignments for guidance in appropriate use specific to the course or assignment.

Use Type	Description	Examples	Academic Dishonesty Status
<i>Supportive Use</i>	AI assists in productivity or writing mechanics. The learner generates all ideas and draft text.	• Formatting references • Correcting spelling and grammar • Prioritizing tasks or creating a study schedule	Always allowed; no need to disclose
<i>Augmented Learning</i>	AI supports understanding by providing summaries or identifying themes. The learner generates ideas and bears the cognitive load.	• Asking for a simple explanation of a complex topic • Identifying themes in a collection of published research or generating an outline based on articles the student has selected • Brainstorming ideas for writing topics	Allowed or required for some assignments, but specifics of use must be disclosed.
<i>Cognitive Replacement</i>	AI performs the work and the student takes credit or submits the work as their own.	• Copy-pasting AI-generated text • Entering assignment or discussion prompts for an AI-generated response • Using AI to generate answers in assessments	Never allowed. This is a violation of the academic dishonesty policy.

Social Media Policy

The University of New Mexico's Dean of Students Office recognizes that social networking sites are now a part of our university culture. These websites offer students many opportunities to connect with their family, friends, and other social groups-- not only at UNM, but across the world. Occasionally, students will post information that is deemed offensive and/or something that may be seen as illegal, or a violation of UNM Policy. Although the Dean of Students Office does not actively peruse social networking sites to look for potential issues, we will investigate information brought forward that indicates there might be some type of violation. When utilizing these online resources, individuals should understand the following as potential risks of internet-based communications:

- Posting medical images or posting about a patient, case, or any other Protected Health Information (PHI) is a violation of federal law.
- Information posted online is typically there forever.
- Information posted online is potentially available for everyone to see, such as future employers, university administrators, and parents.
- Providing too much personal information online (telephone numbers, addresses, photos, etc.) can cause harm. Examples include: identity theft, online harassment, and stalking.
- A good "rule of thumb" is to not post any information that you wouldn't want your parents, a university administrator, a future employer, or a stalker to see.
- Should our office receive information that indicates a UNM student has violated university policy or state law, they may be held accountable for these postings through the legal process or through the Dean of Students judicial process.

Corrective Action Process

The Radiologic Sciences Program policy states that faculty/staff have the right to correct a student's behavior if the student violates the program's Handbook, UNM Pathfinder, or UNM School of Medicine policies as they relate to undergraduate student education.

The faculty/staff involved in the adverse and/or corrective action will try to resolve the issue directly with the student. If immediate resolution is not possible, the following procedure for Student Corrective Action will be followed:

1. Coaching Document: A written plan outlining the issues and steps to correct the concern(s). This document is not placed in the student's file unless escalation is necessary.
2. Corrective Action Plan: A written plan outlining the requirements the student must follow for correction of the issues not resolved from the coaching document. The Faculty will provide the Corrective Action Plan, including supportive documents, to the Program Director within three business days of sharing with the student. A copy will be placed in the student's file.
3. Final Written Warning: A written record of the warning will be reviewed by the student and faculty member, and a copy will be placed in the student's file.
 - a. Failure to further comply with the Corrective Action Plan may result in dismissal from the program, at the discretion of the Program Director.

Student Grievance Policy and Procedure

The student has the right to appeal the corrective action of the faculty/staff member.

Students can find more information on the Health Professions Program Due Process at <https://hsc.unm.edu/school-of-medicine/education/assets/doc/health-professions-due-process-policy.pdf>

The Radiologic Sciences Program must abide by the Health Professions Program (HPP) Due Process policy. It is the student's responsibility to read and understand the HPP Due Process policy and adhere to the guidelines.

The current HPP Due Process policy has been approved by the UNM Board of Regents.

ADVANCED IMAGING CERTIFICATES – CT AND MRI PROGRAMS

Advanced Imaging Certificates offer career advancement and mobility for registered technologists. The curriculum is innovative in its online delivery and geared to the changing clinical practice environment. A review of curriculum, as compared to state and national standards of practice, is implemented yearly. Faculty and staff stay up to date on current trends and technology advancements through participation in state and national conferences. Current information is added to the UNM Radiologic Sciences Program's curriculum to meet the demands and changes required of the medical imaging technologist. The program makes programmatic curriculum design changes as required by the field.

These programs are designed to meet the requirements for certification by the following boards:

- American Registry of Radiologic Technologists (ARRT)
 - Computed Tomography – R.T.(CT)
 - Magnetic Resonance Imaging – R.T.(MR)
- Nuclear Medicine Technology Certification Board (NMTCB)
 - Computed Tomography – NMTCB(CT)

Completion of the Advanced Imaging (CT or MRI) Certification

Participants are selected through an application process offered once a year following completion of a primary certification (i.e., primary certification in radiography, nuclear medicine, radiation therapy, or ultrasound). Primary pathways are determined by the ARRT and NMTCB. Accepted primary certifications include:

- American Registry of Diagnostic Medical Sonography (ARDMS) – **accepted for MRI only**
- American Registry of Radiologic Technologists (ARRT)
 - Nuclear Medicine – R.T.(N)
 - Radiation Therapy – R.T.(T)
 - Radiography – R.T.(R)
 - Sonography – R.T.(S)) – **accepted for MRI only**
 - Vascular Sonography – R.T.(VS)) – **accepted for MRI only**
- Nuclear Medicine Technology Certification Board (NMTCB)
 - Nuclear Medicine – CNMT

The BSRS-Medical Imaging degree may be completed along with the post-primary certification through a degree completion program in advanced coursework in Magnetic Resonance Imaging (MRI) (face-to-face in the classroom, clinical rotations, and hybrid courses) and/or Computed Tomography (CT) (online coursework and face-to-face clinical rotations). The Post-Primary Certification pathways also provide opportunities for the student to complete the BSRS degree. Certification training and educational content provide opportunities for students who are Primary Certified Technologists to gain an additional Post-Primary Certification certificate at UNM and work towards certification exam eligibility requirements.

The Radiologic Sciences certificate programs offer enhanced clinical and didactic training and expertise without additional courses such as English, math, or psychology. The UNM Radiologic Sciences CT and/or MRI certificate program qualifies for verification of completion of the ARRT certification eligibility requirements of a minimum of 16 ARRT hours of content-specific coursework needed to be eligible to complete the ARRT Post-Primary Certification in Computed Tomography and/or Magnetic Resonance Imaging.

Completion of ARRT Structured Educational Requirement Student (SERS)

Participants are required to complete the SERS application located on the UNM Radiologic Sciences website. Participants are required to apply to the Radiologic Sciences Program and the University at least two months before the start of the semester. The Radiologic SERS program (Structured Education Requirement Student) provides educational content as required by the ARRT for post-primary certification. A SERS student is given the didactic training to aid in an ARRT Post-Primary Certification in Computed Tomography and/or Magnetic Resonance Imaging. Clinical rotations are not included in this program.

This pathway also provides educational opportunities for the student to complete the BSRS degree, concentration medical imaging.

Completion of CT Now and MRI Now pathways

Participants are able to complete just the didactic content of the CT and MRI pathways. The CT course content (2 classes) is offered in one semester. MRI course content (2 classes) is offered in two semesters. Students need to set up an academic advisement session to determine which pathway best meets the student's needs.

Advanced Imaging – Student Learning Outcomes

CT AND MRI IMAGING PROGRAM STUDENT LEARNING OUTCOMES (SLO)

	Outcome Statement	Assessment Method(s)
SLO #1	Students will exhibit critical thinking skills in the evaluation and performance of medical imaging procedures.	1. Course examinations 2. Clinical competencies 3. Clinical evaluations 4. Comprehensive certification/registry review examination
SLO #2	Students will demonstrate effective oral and written communication of technical clinical practice concepts.	1. Written clinical midterm and final examinations 2. Comprehensive clinical competencies of diagnostic procedures 3. Clinical Evaluation
SLO #3	Students will develop the theoretical knowledge and execute the necessary clinical practice skills expected of an entry-level Computer Tomography or Magnetic Resonance technologist.	1. Course examinations 2. Clinical competencies 3. Clinical Evaluation 4. Comprehensive certification/registry review examination

SLO #4	Students will develop the knowledge and skills necessary to understand and respect social/cultural differences relative to health care.	1. Course discussions in class and clinic reviewing topics of socioeconomic, cultural, and ethical issues 2. Clinical competencies 3. ASRT Modules- Cultural Competence
SLO #5	Demonstrate application, integration, and performance of computer literacy skills.	1. Course writing assignments 2. Learning management system navigation 3. Course presentations 4. Demonstrate proficiency in navigating medical imaging platforms

Advanced Imaging Clinical Rotation Hours (subject to change)

Monday/ Wednesday, Tuesday/ Thursday, and or Friday/ Saturday rotations are available.

Two (2) 10-hour shifts per week are required.

The following clinical rotations will be in effect for CT:

- PRES Main 8:00 – 6:00 (Mon. -Sat.)
- PRES Kaseman 8:00 – 6:00 (Mon. - Sat.)
- PRES RUST 8:00 – 6:00 (Mon. - Sat.)
- UNMH 8:00 – 6:00 (Mon. -Sat.)
- UNMH OSIS 8:00 – 6:00 (Mon. -Sat.)
- SRMC 8:00 – 6:00 (Mon. -Fri.)
- Christus St. Vincent 8:00 – 6:00 (Mon. -Sat.)
- Lovelace (varies by site) 8:00 – 6:00 (Mon. -Sat.)
- XRAM 8:00 – 6:00 (Mon. -Fri.)
- VA 8:00 – 6:00 (Mon. -Fri.)

The following clinical rotations will be in effect for MRI:

- PRES Main 8:00 – 6:00 (Mon. - Sat.)
- PRES Kaseman 8:00 – 6:00 (Mon. - Sat.)
- PRES RUST 8:00 – 6:00 (Mon. -Sat.)
- UNMH 8:00 – 8:00 (Mon. -Sat.)
- UNMH OSIS 8:00 – 6:00 (Mon. -Sat.)
- SRMC 8:00 – 6:00 (Mon. -Fri.)
- Christus St. Vincent 8:00 – 6:00 (Mon. -Sat.)
- VA 8:00 – 6:00 (Mon. -Fri.)
- Lovelace (varies by site) 8:00 – 6:00 (Mon. -Sat.)
- XRAM 8:00 – 6:00 (Mon. -Fri.)

Note: some clinical sites have limited available clinical hours.

CT/ MRI Clinical Schedule: 2026-2027

Clinical start dates may vary from UNM academic calendar.

Fall Semester dates: August 31, 2026 – December 12, 2026

Fall break: October 8-9, 2026 (10 Clinical hours required)

Thanksgiving break: November 26-27, 2026 (10 clinical hours required)

Spring Semester dates: January 19, 2027 – May 15, 2027

Spring break: March 15-19, 2027 (No clinical hours required if competency goal is completed)

Summer Semester dates: June 1, 2027 - July 27, 2027

Juneteenth: June 19, 2027 (10 clinical hours required)

Independence Day: July 4, 2027 (10 Clinical hours required)

Note: The CT and MRI academic courses follow the UNM Campus Calendar.

Specific academic program pathways may require an earlier start for clinic. Seek advisement from clinical instructor for more information.

Attendance Policies

In order to gain certification in Advanced Imaging students are required to spend 12 months rotating in the clinical affiliation sites. Students are required to be present for all scheduled classes and clinical education assignments. Lateness or absenteeism will not be permitted. All absenteeism, regardless of reason, will be recorded and may negatively impact the final student grade. The Program Director may count any late arrival as an absence.

Didactic

The student is expected to attend all scheduled didactic courses. If a student misses more than (2) scheduled class periods, the student will receive a deduction in points as described in the course syllabus.

Clinical

The student is expected to attend all scheduled clinical rotations. Daily attendance will be recorded on each student's mobile device. Students are required to have a supervising technologist sign in when the student arrives and sign out when the student departs the clinical site. **Students are required to sign in as soon as they arrive in the clinical setting. Failure to do so will result in tardiness.** It is the expectation that you are present for each and every clinical shift. However, students are permitted to miss

(2) shifts per semester (Fall and Spring) and (1) shift in Summer without academic penalty. Notification to the clinical instructor as well as the clinical site must be completed by the student prior to the absence.

Below is information regarding absenteeism:

- Students can miss up to (2) days for discretionary days per semester for the Fall and Spring semesters and (1) day for the Summer semester.
- Students can miss up to (2) days of sick leave per semester.

Note: During the summer semester, students can miss up to (1) discretionary day and (1) sick leave day per semester.

If a student misses more than (2) shifts they will receive a will result in a 10% penalty point deduction per total clinical hour grade. Students missing more than three (3) shifts will receive advisement and will be placed on clinical probation. Further clinical absenteeism may result in removal from the program. Clinical attendance will be reflected in the clinical grade.

The following procedures will apply to clinical attendance:

Lateness or Absenteeism

Students must initiate contact by calling the clinical site and emailing their assigned Radiologic Sciences' clinical instructor and clinical site at the beginning of the scheduled shift if they will be late or absent, or if they need to leave early. Additionally, students must email the Clinical Coordinator at least thirty (30) minutes before the beginning of the scheduled shift if they will be late or absent or immediately when they know they will be leaving early. No show/no call will result in a referral to the Program Director and will be reviewed for disciplinary action.

CT/MRI Required Hours

1. Students are required to attend the entire (10) hour shift to receive full credits for the hours attended. Each hour in clinic is equal to (1) point per hour, as recorded on the TIME database.
2. Schedule changes must be initiated by the clinical site and approved in advance by the Program Director or Clinical Coordinator before the date(s) involved. All procedures listed above apply to any new approved schedule. This is due to the nature of the clinical assignments and the limited access to clinical sites.
3. Scheduled changes for time off must be submitted in writing one week before to gain approval prior to the time of the schedule change. Changes need to be approved by both the Radiologic Clinical coordinator and the clinical site Supervisor. Changes to the clinical schedule are dependent on clinical site approval.
4. Any change to the clinical schedule must be submitted in writing to the clinical coordinator.
(Kathy Roberts at kkrobe@salud.unm.edu)
5. Students can miss up to (2) days of sick leave per semester- except during the Summer semester. Any days over the two days will require a doctor's excuse. Students have the option to access their physician and or visit SHAC to obtain the doctor's excuse. If the clinical site requires documentation, it will need to be cleared through SHAC before the student is allowed back in clinic.
6. Students can miss up to (2) days of discretionary leave per semester. If a student exceeds the two days, an academic penalty will apply and will need approval from the Director. Excessive absences can result in academic dismissal from the program.
7. Excessive absences beyond the (2) discretionary and the (2) sick days, will result in a 10% penalty point deduction per total clinical hour grade. Example, during the Fall semester, if the total clinical points totals (300), a 10% deduction would be minus (30) points for each additional absence.
8. Make-up time must be approved by the Clinical Coordinator and Clinical Supervisor one week prior to approve any clinical changes to the schedule.
9. MRI class attendance is a course requirement. Two absences per semester will result in a total point reduction penalty. (10) points will be deducted for each class absence after the allotted two days allowed off per semester. Students are allowed only one (1) absence during the Summer Semester.
10. Students enrolled in the MRI program must be able to maintain the MRI safety environment and evaluate MRI safety screening forms.

CT and MRI currently utilize a block schedule for clinical rotations. Students are required to work a minimum of 20 hours per week. Students attend (2) 10-hour shifts per week. The available shifts are Monday/ Wednesday, Tuesday/ Thursday, and or Friday/ Saturday.

Note: when students attend MRI or CT class, they are excused from clinic to attend class, but the hours missed need to be made up within the week or directly after class time.

Any change to the clinical schedule must be submitted in writing and approved by the Clinical Coordinator and Clinical Supervisor.

Scheduled Absences

If a student knows in advance that they will not be in clinic (due to a doctor's appointment, etc.), they must submit in writing to the Clinical Coordinator and Clinical Supervisor at least 24 hours in advance.

The Clinical Coordinator will determine if the missed clinical hours must be made up before the end of the semester, and the student may be required to remain beyond the scheduled date of program completion to fulfill required clinical hours and/or clinical requirements.

Lunch

Students do not have scheduled lunch periods during clinical rotations, but a minimum of 30 minutes will be assigned by the supervising staff technologist. This applies to students who perform a clinical rotation of more than six hours in duration. It is recommended to take a lunch break to maintain optimal clinical performance.

Down Time

During periods when there are no clinic patients or equipment is down, students are expected to restock rooms and help with any clinical exams per the clinical preceptor or technologist they are shadowing. The student should check with their clinical preceptor and gain permission to work on classwork or read program-related material during downtime.

Leaving Early

Students are allowed to leave early with the approval of both the Clinical Coordinator/Program Director and Clinical Preceptor. There are special circumstances when the Program Director will have the students leave early for guest lecturers or laboratory sessions. Any time a student leaves early, it must be recorded as such on the student's attendance record. In addition, students are required to contact the Radiologic Sciences Program or the clinical preceptor to explain leaving early. A student may be required to work in the Radiologic Science department to fulfill clinic hours. Contact the Rad Sci office if students are unable to contact the clinical coordinator. 505-272-5254

Clinical Discretionary Leave

Clinical students are allowed discretionary days each semester (Up to 20 hours for CT and MRI for fall and spring semesters and up to 10 hours for summer semester). Discretionary leave is defined as a personal day. This does not include sick days (see below). Discretionary leave should be reserved for family emergencies or other personal circumstances. Students must notify the Radiologic Sciences Program Director and/or Clinical Coordinator of the program, as well as the Clinical Supervisor of the clinical site, as soon as possible of any changes to the schedule. If a student does not use their discretionary leave by the end of the semester, the student may utilize these hours during finals week. **Discretionary leave hours will not be carried over into the next semester.** Use of discretionary leave DOES NOT excuse a student from making up scheduled assignments or exams that are due. Students need to identify discretionary days when submitting databases.

Clinical Sick Leave

All clinical students are allowed sick days. If a student calls in sick for the day, he/she will receive credit for the day (i.e., if points are given for attendance or hours in clinic, the student will not be penalized and will receive the points). If a student calls in more than two days, the student is required to bring in a doctor's note in order to be excused. Otherwise, all absences past the second day will be recorded as unexcused, and points will be deducted. In the event the student has excessive sick days, or it appears to be a pattern, the student will be brought in for counseling, and this could result in disciplinary action. CT/ MRI students are allowed up to 2 sick days for fall and spring semester and up to 1 sick day for the summer semester.

If the student is sick and may be “contagious,” DO NOT GO TO CLINIC. The Student Health Center on main campus is available for physician care. Contact Student Health for more information: 505-272-3136.

If the Program Director and/or Clinical Coordinator feels that a student is unable to perform their clinical duties due to an impairment/injury/ or illness, then the student may be required to leave clinic. The Program Director and/or Clinical Coordinator and/or Clinical Preceptor will decide when a student may return to clinic based on a documented physician release submitted to the program.

CT/MRI Clinical students must call/text the Program Director or clinical coordinator at least one hour before the start of the clinical rotation.

In addition, the student is responsible for contacting the clinical supervisor and/or technologist with whom he/she is working with and notifying them of their absence. This will be considered as a “no call/ no show” and will warrant a write up.

Note: The Program Director and/or Clinical Coordinator will determine if missed clinical hours are required to be made up before the completion of the semester. Students may be required to remain beyond the program completion date to complete clinical requirements.

Bereavement Leave

The student will need to plan with the Program Director and Clinical Coordinator to make up clinical and/or didactic coursework. Bereavement leave is granted according to UNM policy. Review policy for more information.

Please notify the program immediately following a death in the family so class/clinical adjustments can be made. The program will take into consideration cultural traditions.

<https://pathfinder.unm.edu/campus-policies/class-absences-and-student-attendance.html>

Religious Leave

Every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. UNM respects the right of all students and faculty to observe religious holidays and will make reasonable accommodations, upon request, for such observances. If an accommodation request is denied, the student or faculty member may appeal to the Provost or the Executive Vice President for Health Sciences. Religious leave will follow the UNM University policy and dates included. <http://diverse.unm.edu/calendar/religious-holidays-observances.html>

The student is required to notify the program and clinical sites.

Call in Procedure

Clinical students should:

- **First**, inform the clinical site at least 60 minutes before the clinical start time. Call the supervisor/preceptor and/or the technologist at the clinical site regarding absence.
- **Second**, the student needs to email or text the clinical coordinator with the regarding the absence.
- **Third**, the student should inform the clinical faculty of the absence. (This can be done by email or text). Database submission(s) should include the date of the absence and state whether the absence is a discretionary day or sick day.

Clinical Coordinator, Instructor, and Preceptor Roles

Clinical Coordinator: The UNM faculty member who serves as the liaison between the Radiologic Sciences program and the clinic sites that provide clinical training to the students; monitors all student documentation and may assign final clinical grades.

Clinical Instructor: The UNM faculty member authorized to visit clinic sites and to report to the Clinical Coordinator; provides clinical support, information, and direction to the Clinical Preceptor and students.

Clinical Supervisor and/or Preceptor: The technologist at each clinic site who provides clinical support, information, and direction in the training of students and communicates with the Clinical Coordinator, Program Director, and Clinical Instructors.

Clinical Staff Technologist. Refer to the Clinical Preceptor / Supervisor for direct clinical requirements defined below.

Requirements, Knowledge, and Skills for Clinical Site Preceptors, Instructors, and Coordinators

- Help clinical preceptor in obtaining yearly updated resume.
- Be available to interact with students and, if not, provide information to another participating clinical Instructor/supervisor (Weekend and swing shift of rotating students may apply).
- Participate in faculty development activities.
- Become familiar with ARRT/ NMTCB practice standards for completing competencies.
- Guide with ARRT/ NMTCB competency requirements.
- Provide access to the break room and locker room as needed.
- Be available to interact with students at least once a week.
- Perform competencies for students and guide other technologists performing the task.
- Communicate effectively with Clinical Coordinator/Instructors/Preceptors on a biweekly basis via text or e-mail &/or in person.

Clinical Instructor Duties and Responsibilities

- Attend biweekly site visits.
- Assist in database grading.
- Provide instruction and clinical teaching in courses pertinent to the area of study
- Provide image evaluation.
- Tracks and reports student progress.
- Provide support and direction to Clinical Preceptors and technologists.
- Provide support and direction to student during clinical site visit.

Clinical Coordinator Duties and Responsibilities

- Assist in maintaining and posting clinical schedules.
- Review radiation reports with students.
- Ongoing verification and update of clinical handbooks at the clinical site.
- Collect, review and maintain Clinical compliances for students (immunizations).
- Maintain clinical affiliation contracts.
- Obtain weekly databases, grade and or assist with clinical courses.
- Attend biweekly site visits.
- Review and coordinate drug screening, background checks, finger printing, and certification verification.
- Assist with providing image evaluation during clinical site visits.
- Coordinate radiation safety training.
- Assist in updating clinical databases.

Computed Tomography - Clinical Supervisor's and/or Preceptor's Responsibilities

The clinical Supervisor's and/or Preceptor's responsibilities include the following clinical education of students:

- General:
 - Liaison between the clinical instructor and Radiologic Sciences staff and department.
 - Aware of ARRT competency requirements as included in the on-site Handbook and ARRT website. Students shall submit ARRT documentation per class guidelines.
 - Provide feedback to other participating technologists who are completing competencies for the students.
 - Provide role model professionalism, clinical and communication skills captured through the evaluation process.
 - Facilitate constructive feedback between students and staff about specific skills and tasks related to performing competencies through the evaluation process.
 - Verify student learning through image evaluation.
 - Monitor student interaction with patient and provide feedback to students through direct supervision.
 - Address concerns with student performance to the clinical coordinator, clinical instructor(s), and program director via email, text, or phone call.
 - Concerns will be documented in weekly clinical site visit notes.
 - Interact with clinical instructors and/or the clinical coordinator on a weekly or biweekly basis to provide feedback for students and be aware of weekly goals for students.
 - Facilitate student entry of student attendance, daily clinical records, and competency records.
 - Complete midterm and final semester evaluations for each student (s) he/she works with throughout each semester.
 - Provides recommendations for a successful clinical experience to the student and faculty.
- Radiation safety:
 - Techniques that will minimize radiation exposure to the patient, public, fellow workers, and self.
 - Utilize ALARA.
- Quality control program:
 - All quality control procedures required of the department, including but not limited to daily quality assurance testing, proper shutdown/reboot of scanner and notification processes for scanner hardware/software errors.
- Image processing:
 - ROI, MPR, curved MPR, 3D Reformating, Modality applications, Image labeling.
- Venipuncture:
 - Vein selection, identification of patient, proper supplies, aseptic technique, tourniquet protocols, hand washing protocol, and recapping of needles.
 - Each semester requires three documented needle sticks in databases. It is highly recommended to practice more needle sticks.

- Review indications:
 - Review indications for exam prior to performing exam.
- Review order:
 - Proper review of physician orders.
- Patient identification:
 - Verify that patient identification is conducted properly. Two forms of identification. Department practices may require three forms of identification.
- Protocol verification:
 - Verify the correct protocol selected for exam based on patient history and indication.
- Patient care, patient safety:
 - Ensure that all students are conducting proper patient care and patient safety.
 - Review patient laboratory values and allergy history for possible contraindications to contrast medium.
- Patient interview:
 - Verify that students are conducting patient interviews according to clinical site standards and patient satisfaction.
- Competency evaluation:
 - Evaluate students using an electronic device with HandBase software for required competencies.
- Aseptic technique:
 - Verify students are using proper aseptic techniques for all procedures.
- Medical informatics:
 - Computer application and image storage per site protocol and according to HIPAA.
- Patient positioning:
 - Students understand proper positioning of the patient for each exam.
- Supplies:
 - Students are aware of supplies available and use them properly.
- Cross-references modality:
 - Cross-reference various modalities related to the exam when appropriate.
- Needle disposal:
 - Students properly cap and dispose of needles in the correct disposal location (no two-handed capping).
- Proper disposal of waste material:
 - Proper disposal of biohazard material and trash in the proper location.
- Emergency protocols:
 - Hospital codes and colors for emergencies along with telephone numbers.
 - Procedure for contacting clinical instructor if issues arise.

Magnetic Resonance Imaging - Clinical Supervisor's and/or Preceptor's Responsibilities

The clinical Supervisor's and/or Preceptor's responsibilities include the following clinical education of students:

- General:
 - Provide students with interactive process of patient screening.
 - Provide students with entry / exit procedures into MR Zone I, II, III, and Zone IV.
 - Liaison between the clinical instructor and Radiologic Sciences staff and department.
 - Aware of ARRT competency requirements as included in on-site Handbook. Students shall submit ARRT documentation per class guidelines.
 - Provide feedback to other participating technologists who are completing competencies for the students.
 - Provide role model behavior for professionalism, clinical and communication skills and practicing AIDET in the clinical setting.
 - Facilitate constructive feedback between students and staff about specific skills and tasks related to performing competencies through evaluation process.
 - Verify student learning through image evaluation.
 - Monitor student interaction with patient and provide feedback to students through direct supervision.
 - Address concerns with student performance to the clinical coordinator, clinical instructor(s), and program director via email, text, or phone call.
 - Concerns will be documented in weekly clinical site visit notes.
 - Interact with clinical instructors and/or the clinical coordinator on a weekly or biweekly basis to provide feedback for students and be aware of weekly goals for students.
 - Facilitate student entry of student attendance, daily clinical records and competency records.
 - Complete midterm and final semester evaluations for each student (s) he / she works with throughout each semester.
 - Provides recommendations for a successful clinical experience to the student and faculty.
- Safety:
 - Procedures for proper patient screening prior to entering a magnetic field environment.
 - Provide students with entry / exit procedures into MR Zone I, II, III, and Zone IV.
 - Methods for minimizing SAR rates.
 - Review patient laboratory values and allergy history for possible contraindications to contrast medium.
- Quality control program:
 - All quality control procedures required of department including but not limited to departmental quality assurance testing, proper shutdown-reboot of scanner and notification processes for scanner hardware/software errors.
- Image processing:
 - ROI, MPR, 3D Reformatting for advanced pulse sequences.
- Venipuncture:
 - Vein selection, identification of patient, proper supplies, aseptic technique, tourniquet protocols, hand washing protocol, and recapping of needles.
 - Each semester requires three documented needle sticks in databases. It is highly recommended to practice more needle sticks.

- Review indications:
 - Review indications for exam prior to performing exam.
- Review order:
 - Proper review of physician orders.
- Patient identification:
 - Verify that patient identification is conducted properly. Two forms of identification required at minimum. Department practices may require three forms of identification.
- Protocol verification:
 - Verify correct protocol selected for exam based on patient history and indication.
- Patient care:
 - Ensure that all students are conducting proper patient care and patient safety.
- Patient interview:
 - Verify that students are conducting patient interviews according to clinical site standards and patient satisfaction.
- Competency evaluation:
 - Evaluate students using HandBase software for required competencies as well as ARRT guidelines.
- Aseptic technique:
 - Verify students are using proper aseptic techniques for all procedures.
- Medical informatics:
 - Computer application and image storage per site protocol and according to HIPAA.
- Patient positioning:
 - Students understand proper positioning of patient for each exam.
- Coil positioning:
 - Students understand coil placement and indications of coil use.
- Supplies:
 - Students are aware of supplies available and use them properly.
- Cross references modality:
 - Cross reference various modalities related to the exam when appropriate.
 - Evaluation of potential metallic foreign body.
- Needle disposal:
 - Students properly dispose of needles in correct disposal location
- Proper disposal of waste material:
 - Proper disposal of biohazard material and trash in the proper location.
- Emergency protocols:
 - Hospital codes and colors for emergencies along with telephone numbers.
 - Procedure for contacting clinical instructor if issues arise.

MEDICAL IMAGING PROGRAM – BSRS DEGREE

The BSRS with an emphasis in Medical Imaging offers a degree completion pathway for technologists who have successfully obtained one or more Primary Certifications from the American Registry of Diagnostic Medical Sonography (ARDMS), ARRT, or NMTCB.

These primary certifications include:

- American Registry of Diagnostic Medical Sonography (ARDMS)
 - Registered Diagnostic Cardiac Sonographer – RDCS
 - Registered Diagnostic Medical Sonographer – RDMS
 - Registered Musculoskeletal Sonographer – RMSKS
 - Registered Vascular Technologist – RVT
- American Registry of Radiologic Technologists (ARRT)
 - Magnetic Resonance Imaging – R.T.(MR)
 - Nuclear Medicine – R.T.(N)
 - Radiation Therapy – R.T.(T)
 - Radiography – R.T.(R)
 - Sonography – R.T.(S)
 - Vascular Sonography – R.T.(VS)
- Nuclear Medicine Technology Certification Board (NMTCB)
 - Nuclear Medicine – CNMT

Completion of the BSRS degree in Medical Imaging

Through participation in this degree completion program, registered technologists will complete the UNM General Education requirements and 21 credit hours of Radiologic Science coursework to fulfill the BSRS concentration in Medical Imaging degree requirements. The BSRS program offers a variety of subject content and coursework emphasizing medical imaging ethics and professionalism, cross-sectional anatomy and pathology, and an introduction to research topics within the field. UNM requires at least 30 credit hours to be completed at UNM to be eligible for a degree granted by UNM. The BSRS in Medical Imaging curriculum aligns with the American Society of Radiologic Technologists (ASRT) curriculum for Bachelor's degrees in Radiologic Science. Students may also choose to complete the BSRS in Medical Imaging while pursuing an Advanced Imaging Certificate in Computed Tomography (CT) and/or Magnetic Resonance Imaging (MRI) at UNM if accepted into those programs.

BSRS Medical Imaging Program Goals:

After successful completion of the BSRS in Medical Imaging Degree, the students will be able to:

Program Goal #1: Practice respectful and effective written, oral, and electronic communication with patients and in the professional environment (Skills, Knowledge; Communication, Professionalism)

Program Goal #2: Employ critical thinking in the performance of roles and responsibilities of radiologic technology (Skills; Critical Thinking)

Program Goal #3: Employ knowledge of ethical principles in decision-making (Responsibility, Knowledge; Ethical Principles)

Program Goal #4: Deliver optimal patient care through interprofessional collaboration (Skills; Interprofessional Collaboration)

Program Goal #5: Demonstrate professionalism by advancing the profession through research, education, or service (Responsibility, Knowledge; Professionalism)

BSRS Medical Imaging – Student Learning Outcomes

Student Learning Outcomes (SLOs)	Program Goal #	UNM Student Learning Goals <i>Check as appropriate: K=Knowledge; S=Skills; R=Responsibility</i>			Assessment Measures
		K	S	R	
1. Demonstrate a variety of professional communication skills.	1	☒	☒	☐	Final Presentation in RADS 378, Healthcare Delivery and Compliance. Presentations are graded using a grading rubric
2. Evaluate appropriate and trustworthy sources of information.	2	☐	☒	☐	"Reading Empirical Articles" assignment, RADS 405, Module 2. The assignment is graded using a rubric

3. Apply the ARRT Code of Ethics and the Patient's Bill of Rights to clinical decision-making.	3	☒	☐	☒	Informed Consent presentation, RADS 398 Healthcare Ethics Module 10- Presentation is graded on a grading rubric, with the grade being total points earned/total possible points
4. Explain the importance of governance and professional advocacy.	3	☐	☒	☐	RADS 406 Community Engagement and Service-Learning Course
5. Apply the process of ethical decision-making within the interprofessional team	4	☒	☐	☒	RADS 398, Module 7 Shared Moral Community: Ethical Decision-Making in Interprofessional Teams- Assignments graded on a rubric
6. Gather and synthesize academic research for dissemination to the radiologic science community	5	☒	☐	☒	RADS 405-Intro to Research in the Health Sciences, Short Report Assignment. The writing assignment is graded on a rubric with the grade being total points earned/total available points
7. Engage with the community through service learning	5	☒	☐	☒	RADS 406-Community Service Midterm Presentation describing their service-learning experience. The presentation is graded on a rubric with the grade being total points earned/total available

NUCLEAR MEDICINE PROGRAM – BSRS DEGREE

The BSRS with an emphasis in Nuclear Medicine is designed to meet the requirements for certification by the following boards:

- American Registry of Radiologic Technologists (ARRT)
 - Nuclear Medicine – R.T.(N)
- Nuclear Medicine Technology Certification Board (NMTCB)
 - Nuclear Medicine – CNMT

Completion of the BSRS degree in Nuclear Medicine

After completion of prerequisite courses, the BSRS - Nuclear Medicine degree includes approximately 24 months (six semesters) of additional concentration coursework to complete nuclear medicine as a primary pathway. Once accepted into the Nuclear Medicine program, the primary pathway coursework is completed through a combination of face-to-face classes, online courses, hybrid courses, and clinical rotations.

The program follows the requirements set forth by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) programmatic accreditation. The curriculum is reviewed annually by the UNM Nuclear Medicine faculty to ensure it meets the content specifications and clinical requirements for the national primary certification boards in nuclear medicine: The American Registry of Radiologic Technologists (ARRT) and the Nuclear Medicine Technology Certification Board (NMTCB).

Programmatic Accreditation – Nuclear Medicine

The Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) is the only programmatic accrediting agency recognized to accredit nuclear medicine technologist educational programs offered through traditional and distance education formats in the United States.

Accreditation is a multi-step process designed to ensure the quality of an educational program. The accreditation process involves a detailed self-evaluation, a multi-step plan conducted by the program, followed by an in-depth assessment of the program's curriculum, and an on-site program inspection conducted by peer specialists from the profession.

As an accredited nuclear medicine technology program, UNM ensures programmatic standards that meet or exceed nationally accepted standards set by the professional community. It is the only JRCNMT-accredited program in the state of New Mexico.

In some states, nuclear medicine technology programs may operate without JRCNMT accreditation approval, which makes their students ineligible to take the NMTCB certification exam. Some programs reside within a college or university that is accredited, yet the program has not undergone the peer-review accreditation process. The UNM Nuclear Medicine program has both HLC and JRCNMT accreditation.

JRCNMT Website: <https://www.jrcnmt.org/>

BSRS Nuclear Medicine – Student Learning Outcomes

	Outcome Statement	Assessment Method(s)
SLO #1	Students will exhibit critical thinking skills in the evaluation and performance of medical imaging procedures.	1. Case study presentations 2. Clinical evaluations
SLO #2	Students will demonstrate effective oral and written communication of technical clinical practice concepts.	1. Dynamic examinations with critical thinking components 2. Comprehensive clinical competencies of procedures focused on AIDET and Patient Care
SLO #3	Students will develop the theoretical knowledge and execute the necessary clinical practice skills expected of an entry-level nuclear medicine technologist.	1. Comprehensive clinical competencies of procedures, meeting variety for certification board eligibility 2. Comprehensive certification/registry review examination
SLO #4	Students will develop the knowledge and skills necessary to understand and respect social/cultural differences relative to health care.	1. ASRT Modules on Cultural Competence 2. Overall performance in Patient Care Lecture and Lab courses

Academic Performance and Remediation Policies – Nuclear Medicine

The Nuclear Medicine program enforces the Academic Standards of the Radiologic Sciences programs. Students must maintain a minimum grade of C (75%) in all Radiologic Sciences courses (RADS and NUCM courses). Any individual who scores below 75% on a test, quiz, or assignment is required to receive mandatory tutoring with the course instructor during the next scheduled office hours. Students with a cumulative course grade below 75% at midterm will be placed on academic probation. Written notification of probation status will be provided by the Program Director.

For more information on academic standards, grading, remediation, and the student appeal process, please refer to the Radiologic Sciences Scholastic Policies – Academic Performance and Remediation Policy in this handbook.

Application to the Nuclear Medicine Program

Program capacity into the nuclear medicine program is limited by clinical capacity to ensure that students will receive a well-rounded and thorough experience at all clinical rotations. Therefore, entry into the nuclear medicine program is not guaranteed and students interested in nuclear medicine must apply by the spring semester preceding their desired start date. At this time, applications are due by the first Friday in April, but this may change at any time.

The most current deadlines and eligibility requirements for nuclear medicine can be found at:

<https://hsc.unm.edu/medicine/departments/radiology/education/radiologic-sciences/nuclear-med.html>

Required Courses in Nuclear Medicine Program

Student must successfully complete all program and clinical requirements (number of clinical hours and procedures) for national certification exam eligibility. This includes a passing grade in all prerequisite courses, degree requirements, and the following RADS and NUCM courses (75% required):

- RADS 330/331 – Patient Care Lecture and Lab
- RADS 378 – Healthcare Delivery & Compliance
- RADS 381 – Medical Language Systems Review
- RADS 398 – Topics in Healthcare Ethics and Diversity
- RADS 405 – Intro to Research & Medical Imaging
- RADS 406 – Community Engagement & Service Learning
- RADS 410 – Physics of CT I or Physics II equivalent
- RADS 480 – Human Cross Sectional Anatomy
- RADS 481 – Medical Imaging Pathology
- NUCM 315 – Radiation Safety
- NUCM 320 – Clinical Nuclear Technology I
- NUCM 354 – Clinical Radiopharmacy
- NUCM 360 – Imaging Instrumentation I
- NUCM 365 – Clinical Nuclear Technology II
- NUCM 375 – Nuclear Physics & Instrumentation
- NUCM 385 – Imaging Instrumentation II
- NUCM 392 – Pathology Seminar
- NUCM 396 – Essentials of Nuclear Medicine Imaging I
- NUCM 400 – Clinical Nuclear Technology III
- NUCM 412 – Nuclear Radiation Biology
- NUCM 415 – Essentials of Nuclear Medicine Imaging II

Outside Employment – Nuclear Medicine Program

Due to the intensity of the Nuclear Medicine Program, the program recommends that students do not work during the program. However, if a student needs to or elects to work, employment hours cannot interfere with the attendance requirements of the program. Employment during clinical rotations must also be outside of rotation times. Typical class time on campus is between 8:00 am – 4:00 pm, Monday through Friday. Typical clinical rotation times are 6:00 am to 5:00 pm, Monday through Friday.

National standards and state licensure do not permit students to perform Nuclear Medicine examinations in the role of a technologist. **Student may never perform in a substitution capacity for a staff technologist** and must always have proper supervision. Students will need to have completed the national certification through NMTCB and/or ARRT - Nuclear Medicine to gain employment in the field. Students also need to be awarded a State of New Mexico Medical Imaging and Radiation Therapy Program License through the State of New Mexico before practicing Nuclear Medicine.

Didactic Attendance Policies

Attendance policies for didactic courses are included in the syllabus for that individual course. In general, the student is expected to attend all scheduled didactic courses. Regardless of whether the course is in-person or online, weekly contact with the instructor by each student is required and excessive absences will affect the overall semester grade. Students should reach out as soon as possible to an instructor if they will be late or absent for a scheduled class.

Clinical Attendance Policies

The student is expected to attend all scheduled clinical rotations. Students must review their scheduled start and end time for each facility on their clinical schedule, as these vary by facility. For most rotations, students in the nuclear medicine program are scheduled four days a week, eight hours per shift (not including the lunch break).

Daily attendance will be recorded on each student's mobile device. Students are required to have a supervising technologist sign in when the student arrives and sign out when the student departs the clinical site. **Students are required to sign in as soon as they arrive in the clinical setting. Failure to do so will result in tardiness.**

Tardiness, Absenteeism, and Sick Leave

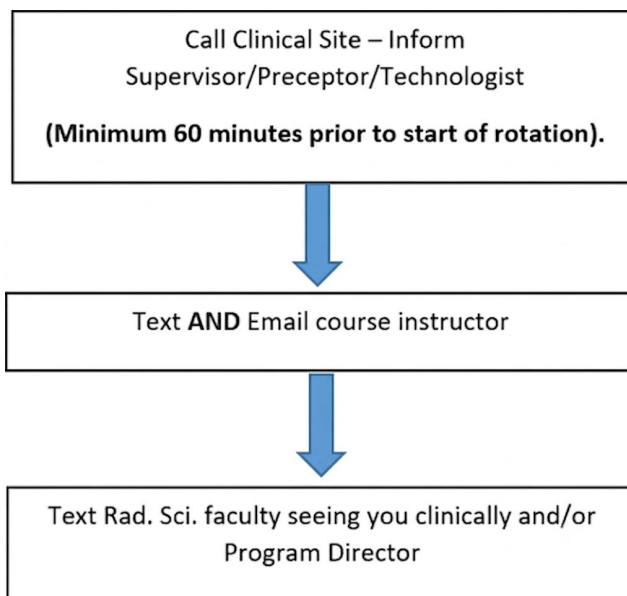
Students who will be late or absent for a clinical shift must contact the AES or designated technologist as soon as possible upon knowing they will be tardy or absent. No show/no call will result in a referral to the Program Director and will be reviewed for disciplinary action.

If a student is sick and may be "contagious," THEY SHOULD NOT GO TO CLINIC. If the Program Director and/or Clinical Coordinator feels that a student is unable to perform their clinical duties due to an impairment/injury/illness, then the student may be required to leave clinic. The Program Director and/or Clinical Coordinator and/or Clinical Preceptor will decide when the student may return to clinic based on a documented physician release submitted to the program.

The Student Health Center on main campus is available for physician care.
Contact Student Health & Counseling (SHAC) for more information: 505-272-3136.

Call in Procedure

Clinical students should **first** inform the clinical site at least 60 minutes before the clinical start time. The process for calling in should be to inform the AES and/or the supervising technologist at the clinical site. **Secondly**, the student needs to **call/text AND email** the clinical coordinator or program director with the details of the absence. **Thirdly**, the student should inform any faculty who would be performing a clinical visit on the student that day.



Scheduled Absences

If a student knows **in advance** that they will not be in clinic (due to a doctor's appointment, etc.), they must submit in writing to the Clinical Coordinator or Program Director and the AES at least 24 hours in advance.

The Clinical Coordinator or Program Director will determine if the missed clinical hours must be made up before the end of the semester, and the student may be required to remain beyond the scheduled date of program completion to fulfill required clinical hours and/or clinical requirements.

Lunch

Students do not have scheduled lunch periods during clinical rotations, but a minimum of 30 minutes will be assigned by the supervising staff technologist. This applies to students who perform a rotation of more than six hours in duration. It is required to take a lunch break to maintain optimal clinical performance.

Down Time

During periods when there are no clinic patients or equipment is down, students are expected to restock rooms and help with any clinical exams per the clinical preceptor or technologist they are shadowing. The student should check with their clinical preceptor and gain permission to work on classwork or read program-related material during downtime.

Leaving Early

Students are permitted to leave early with the approval of the AES or supervising staff technologist. There are special circumstances when the Program Director may also have the students leave early for guest lecturers or laboratory sessions. Any time a student leaves early, it must be recorded accurately on the student's attendance record. Leaving early may impact the student's ability to meet the required clinical hours for the program. This may result in the need to make up hours before the end of the semester, or the student may be required to remain beyond the scheduled date of program completion to fulfill required clinical hours and/or clinical requirements.

Holidays and Religious Leave

The following holidays are recognized and excused at the University of New Mexico:

- Labor Day
- Fall Break
- Thanksgiving Break
- Martin Luther King Jr.
- Spring Break
- Memorial Day
- Juneteenth
- Independence Day

The Veterans Affairs Medical Center or other facilities may observe several holidays (Columbus Day, Veteran's Day, and President's Day) that UNM does not. Students who are assigned to a facility on these holidays are permitted to take the day off. However, this may impact the student's ability to meet the required clinical hours for the program.

Other religious holidays can be observed with prior notice provided to the program and the Affiliate Education Supervisor. Every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. UNM respects the right of all students and faculty to observe religious holidays and will make reasonable accommodations, upon request, for such observances. If an accommodation request is denied, the student or faculty member may appeal to the Provost or the Executive Vice President for Health Sciences.

Bereavement Leave

The student will need to plan with the Program Director and Clinical Coordinator to make up clinical and/or didactic coursework. Bereavement leave is granted for immediate family only (parents, siblings, spouse, domestic partner, grandparents, and children). Students will have to utilize a discretionary day for people not listed.

Please notify the program immediately following a death in the family so class/clinical adjustments can be made. The program will take into consideration cultural traditions.

<https://pathfinder.unm.edu/campus-policies/class-absences-and-student-attendance.html>

Snow Delays and Cancellations

It has been noted that UNM tends to announce delays and cancellations late at night or early in the morning due to weather concerns. The late announcement can make it difficult to decide whether to go into clinic or not. As a result, we follow the Albuquerque Public Schools (APS) schedule regarding clinical attendance. For example, if APS goes on a delay, then the clinical start time will also follow the delay.

Students will not be penalized for going to clinic late due to weather issues. If APS cancels, then do not go to clinic. Those students who live in the East Mountains will follow the East Mountain School delay and cancellation schedule. Students rotating in Santa Fe at Christus St. Vincent should follow the Santa Fe Public Schools delay and cancellation schedule.

Note this only applies to clinic. Students are still expected to attend didactic courses if campus is open. The program's goal is to have students arrive safely to clinic and/or class. If students are concerned about the weather, use discretion and contact the clinical coordinator or program director if there are questions.

Clinical Policies

Required Competencies

Students must complete at least the minimum required number and variety of ARRT competencies

- The student must be signed off by a certified, supervising Nuclear Medicine Technologist
- It is the student's responsibility to look far enough ahead at their assigned clinical rotation schedule to allow themselves the time and opportunity to achieve these competencies
- Students should strive to achieve an adequate number and variety of competency sign-offs at each facility, as later rotations may have a lower volume or a different variety of procedures
- Students are required to meet the following benchmarks throughout clinical training:
 - **Fall** – Students will document at least **30 procedure repetitions** and document competence in at least **8 of the ARRT required clinical procedures**.
 - Remember that some procedures fulfill the same ARRT category and would only count once towards the 8 required (e.g., gas versus aerosol ventilations)
 - **Spring** – Students will document a combined Fall/Spring total of at least 70 procedure repetitions and document competence in a combined total of at least 20 of the ARRT required clinical procedures.
 - **Summer** – Students will document a total of at least 100 procedure repetitions during clinical rotations and will have completed the required total and variety of ARRT patient care, quality control, diagnostic procedures, and therapeutic procedures.

Required Clinical Hours

Throughout the final year of the program, students are scheduled for a total of 11 credit hours of Clinical Nuclear Technology courses. Although the total number of scheduled clinical rotation hours may vary by academic year depending on excused holidays, clinical availability, and other non-clinical scheduled learning opportunities (i.e., guest lecture, tour of Museum of Nuclear Science & History), students are scheduled for at least 1,000 clinical hours. Students are required to complete and document at least 936 clinical hours throughout out the program (approximately 85 contact hours per credit hour). Students who miss too many clinical days and have not achieved the required total must work with the program faculty to determine when make-up days in clinic can be scheduled or risk non-completion of the program.

Radiation Protection and Radioactive Spills

Nuclear medicine students should be familiar with the Radiologic Sciences Radiation Safety Policy and with each clinical site's policy and procedure for cleaning and reporting any spills involving radioactivity. Any minor or major spill must be reported immediately to the AES or supervising technologist, as well as any other mandated individuals for the facility. A student who is present during a radioactive spill, whether directly responsible or not, must report the spill immediately to the Clinical Coordinator and Program Director.

See Appendix G – Radioactive Spill and Emergency Response and Appendix H – Radioactive Spill Report Form for more information on radioactive material spills.

Collimator Change Policy

- **All collimator changes must be performed under the direct supervision of a Nuclear Medicine technologist. If a certified technologist is not present, the collimator may not be changed.**
- Nothing is allowed to be placed on top of any collimator.
 - No paper clips, flood phantoms, notebooks, etc. **No exceptions.**

Authorized Use of Radiopharmaceuticals

Nuclear medicine students are permitted to inject radiopharmaceuticals and appropriate adjunctive medications to a patient upon achieving proper venipuncture technique, in compliance with federal and state regulations and facility policies. Radiopharmaceuticals may not be administered to technologists, students, and other individuals without a doctor's order for the exam and must be for a medical reason. Educational exercises, demonstrations, and other non-medical reasons are not sufficient reasons for the administration of radiopharmaceuticals.

Authorized Use of Adjunctive Medications

Nuclear medicine technologists and students are involved in the identification, preparation, calculation, documentation, administration, and monitoring of adjunctive medications. Adjunctive medications are defined as those medications used to evoke a specific physiological or biochemical response used in conjunction with in vitro studies, diagnostic imaging, or therapeutic procedures. Additionally, nuclear medicine technologists and students are responsible for the preparation and administration of oral and IV contrast used in the performance of imaging studies.

A nuclear medicine technologist displays:

- A. A thorough understanding and knowledge of indications, contraindications, warnings, precautions, proper use, drug interactions, and adverse reactions for each adjunct medication to be used.

- B. The ability to procure and maintain adjunctive medications and adjunct supplies by:
 1. Anticipating and procuring a sufficient supply of medications for an appropriate period in accordance with anticipated need.
 2. Storing medications and supplies in a manner consistent with labeled product safeguards and established institutional policies.
 3. Identifying and properly disposing of expired medications.

- C. The ability to properly prepare and administer pharmaceuticals under the direction of an authorized user or licensed practitioner in accordance with all federal and state regulations, and institutional policies by:
 1. Employing aseptic technique for manipulation of sterile products and preparations.
 2. Obtaining and preparing adjunctive medications in accordance with the manufacturer's specifications, USP standards, and institutional policy.
 3. Confirming the quality of an adjunctive medication in accordance with accepted techniques and official standards.
 4. Documenting the administered dose, date, and time of all adjunctive medication in a permanent medical record.
 5. Observing the patient for possible complications (e.g., adverse reactions) of adjunctive medications administration, and handling such complications according to facility protocols and in conjunction with available staff.

List of Nuclear Medicine Adjunctive Medications

Understand the indications, contraindications, and administration of interventional and adjunct pharmaceutical agents used in conjunction with nuclear medicine procedures. Adjunctive medications include but are not limited to:

1. Dipyridamole (Persantine®)
2. Adenosine
3. Dobutamine
4. Aminophylline
5. Regadenoson (Lexiscan®)
6. Captopril
7. Enalaprilat
8. Furosemide (Lasix®)
9. Insulin
10. Acetazolamide (Diamox®)
11. Cholecystokinin/ sincalide/CCK
12. Morphine
13. Cimetidine/famotidine
14. ACD solution
15. Heparin
16. Contrast media (oral and IV)
17. Lugol's solution/SSKI
18. Thyroid Stimulating Hormone (TSH)
19. Lidocaine
20. Lidocaine (EMLA®) cream
21. Atropine
22. Recombinant human TSH (Thyrogen®)
23. Amino acids (e.g., lys-arg)
24. Zofran/emend
25. Beta blockers (e.g., Metoprolol)
26. Boost®/Ensure®

Clinical Instruction

The Nuclear Medicine program utilizes the following individuals in clinical instruction and placement.

Radiologic Sciences Clinical Coordinator: The UNM faculty member who assists in acquiring the necessary clinical documentation for students entering into clinical courses and rotations. This individual is not necessarily a nuclear medicine faculty member but may assist in some clinical visits.

Nuclear Medicine Clinical Coordinator (CC): A UNM faculty member who teaches didactic courses as well as conducts clinical site visits to evaluate the general effectiveness of the clinical education experience and student progress. Some responsibilities of the CC may be completed by the program director.

Program Director: A full-time UNM faculty member who teaches didactic courses as well as conducts clinical site visits to evaluate the general effectiveness of the clinical education experience and student progress.

Affiliate Education Supervisor (AES): A technologist or a nuclear medicine certified manager at each clinic site who provides clinical support, information, and direction in the training of students and communicates with the Clinical Coordinator and Program Director.

Clinical Staff Technologists: Students will also train with various certified technologists at clinical rotations.

Requirements for Affiliate Education Supervisor and Clinical Staff Technologists

The Affiliate Education (Clinical) Supervisor's (AES) and/or the Clinical Staff Technologists' responsibilities include the following clinical education of students:

- HIPAA:
 - Compliance with the Health Insurance Portability and Accountability Act (HIPAA) as they relate to patient care and patient record-keeping
- Radiation safety:
 - Utilize ALARA techniques that will minimize radiation exposure to the patient, public, fellow workers, and self
- Quality control program:
 - All quality control procedures required of the department, including but not limited to extrinsic floods, intrinsic floods, weekly bars, CORs, daily constancy, and daily surveys and wipes
- Radiopharmacy (Radiopharmaceuticals):
 - Preparation, calculation, identification, administration (where permitted), and disposal of radiopharmaceuticals and all radionuclide quality control procedures
- Diagnostic Nuclear Medicine procedures:
 - Performance of an appropriate number and variety of diagnostic nuclear medicine procedures to achieve desired clinical competencies
- Therapeutic Nuclear Medicine procedures (if applicable):
 - Observations with a variety of therapeutic nuclear medicine procedures to achieve desired clinical competencies

- Image processing:
 - ROI, SPECT, ROI curves, Image format, Image contrast, Image labeling
- Venipuncture:
 - Vein selection, identification of patient, proper supplies, aseptic technique, tourniquet protocols, hand washing protocol, and recapping of needles
- Blood draw:
 - Proper blood draw technique per site protocol
- Review order and indications:
 - Proper review of physician orders and indication prior to performing exam
- Patient identification:
 - Verify that patient identification is conducted properly with two forms of identification
- Patient care, patient safety:
 - Ensure that all students are conducting proper patient care and patient safety
- Patient interview:
 - Verify that students are conducting patient interviews according to clinical site standards and patient satisfaction
- Competency evaluation:
 - Evaluate students using an electronic device with HanDBase software for required competencies
- Aseptic technique:
 - Verify students are using proper aseptic techniques for all procedures
- Medical informatics:
 - Computer application and image storage per site protocol and according to HIPAA
- Collimation:
 - Verifies that the students understand the proper collimation needed for each exam
- Patient positioning:
 - Students understand proper positioning of the patient for each exam
- Camera positioning:
 - Camera distance, location, and angle are positioned properly
- Supplies:
 - Students are aware of supplies available and use them properly
- Cross-reference modality:
 - Cross-reference various modalities related to the exam when appropriate
- Needle disposal:
 - Students properly cap and dispose of needles in the correct disposal location (no two- handed capping)
- Proper disposal of waste material:
 - Proper disposal of biohazard material, cold pharmaceuticals, radioactive materials, and trash in the proper location
- Emergency protocols:
 - Hospital codes and colors for emergencies, along with telephone numbers.

RADIOGRAPHY PROGRAM – BSRS DEGREE

The BSRS with an emphasis in Radiography is designed to meet the requirements for certification by the following boards:

- American Registry of Radiologic Technologists (ARRT)
 - Radiography – R.T.(R)

Completion of the BSRS degree in Radiography

After completion of prerequisite courses, the BSRS - Radiography degree includes approximately 24 months (six semesters) of additional concentration coursework. Once accepted into the radiography program, the primary pathway coursework is completed through face-to-face, online, and hybrid classes, as well as clinical rotations. The BSRS degree coursework for primary certification in Radiography consists of prerequisites, BSRS courses, Radiography coursework, and clinical requirements.

The curriculum is reviewed annually by the UNM faculty to ensure it meets the content specifications and clinical requirements for the national primary certification board, the American Registry of Radiologic Technologists (ARRT).

Program Admissions

Admission to the Bachelor of Science with a concentration in Radiologic Technology Program is competitive. The program uses a holistic review process, considering academic performance, preparation, and professional potential, consistent with UNM Health Sciences admissions practices.

The University of New Mexico, as an equal opportunity/affirmative action employer and educator, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of New Mexico is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race/ethnicity, national origin, ancestry, serious medical condition, physical or mental disability, pregnancy, age, religion, sex, sexual orientation, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Office of Equal Opportunity, whose Director serves as the 504/ADA Coordinator and which also houses the Title IX Coordinator.

Qualified applicants must meet the following criteria at the time of application:

- Completion of all general education and prerequisite coursework by the program start date
- Minimum cumulative GPA of 3.0
- Submission of a Personal Statement
- Submission of two (2) professional letters of recommendation
- Completion of the HESI A2 Exam within one year before application

OR possession of a bachelor's degree in another field- if a HESI A2 exam is required, applicants must score a minimum of 75% overall and a 75% on each of the following subtests.

- o Math
- o Biology
- o Chemistry
- o Reading Comprehension
- o Grammar
- o Vocabulary and General Knowledge

HESI A2 testing is provided by CNM's Workforce Training Center. Follow this link <https://www.cnm.edu/programs/programs-a-z/nursing/hesi-a2-exam> for more information or to schedule an exam. Study modules for the HESI A2 are available to UNM program applicants. Please email awest11@cnm.edu for guest access to these modules.

Programmatic Accreditation (pending) – Radiography

As a newly established radiography program, UNM is seeking initial accreditation from the Joint Review Committee on Education in Radiologic Technology (JRCERT). Although UNM is not yet programmatically accredited in radiography, it continues to hold HLC accreditation as a university.

Accreditation is a multi-step process designed to ensure the quality of an educational program. The accreditation process involves a detailed self-evaluation, a multi-step plan conducted by the program, followed by an in-depth assessment of the program's curriculum, and an on-site program inspection conducted by peer specialists from the profession.

JRCERT Website: <https://www.jrcert.org/>

BSRS Radiologic Technology Program Goals:

After successful completion of the BSRS in Medical Imaging Degree, the students will be able to:

1. Demonstrate the clinical competency and theoretical knowledge application expected of an entry-level radiologic technologist (Knowledge, Skills; Clinical Competency)
2. Practice respectful and effective written, oral, and electronic communication with patients and in the professional environment (Skills; Communication; Professionalism)
3. Employ critical thinking in the performance of roles and responsibilities of radiologic technology (Skills; Critical Thinking)
4. Employ knowledge of ethical principles in decision-making (Responsibility; Ethical Principles)
5. Deliver optimal patient care through interprofessional collaboration (Skills; Interprofessional Collaboration)
6. Demonstrate professionalism by advancing the profession through research, education, or service (Responsibility; Professionalism)

BSRS Radiography – Student Learning Outcomes

Program Goal 1. Demonstrate the clinical competency and theoretical knowledge application expected of an entry-level radiologic technologist (Knowledge, Skills; Clinical Competency)			
Student Learning Outcome (UNM SLO K, S, R)	Measurement Tool (Assessment Method)	Performance Benchmark (Student Population)	Timeframe
1.1 Students will perform radiologic procedures accurately following established protocols. (S)	a. Positioning and equipment utilization portions of clinical competency evaluations	90% of students will score $\geq 75\%$ on the positioning and equipment utilization portions of clinical competencies	Assessed once per year, per cohort
	b. Final exam grades in the Positioning and Procedures course	90% of students will score $\geq 75\%$ on final exams in Positioning and Procedures I & II courses	Assessed once per cohort, after Spring I
1.2 Students will apply appropriate radiation protection principles for patients, themselves, and others. (S)	a. Radiation safety portion of clinical competency evaluation	90% of students will score $\geq 75\%$ on the Radiation Safety portions of clinical competencies	Assessed once per year, per cohort
	b. Radiation Safety course final exam	90% of students will score $\geq 75\%$ on NUCM/RADS 315, Radiation Safety, final exam	Assessed once per cohort, Fall I

1.3 Students will demonstrate applied knowledge by passing the American Registry of Radiologic Technologists (ARRT) certification exam (K)	a. ARRT certification exam results, 5-year average for first-time exam takers	Program 5-year ARRT pass rates will equal the national average $\pm 5\%$	Assessed once per cohort in the Spring following graduation
Program Goal 2. Practice respectful and effective written, oral, and electronic communication with patients and in the professional environment (Skills, Knowledge; Communication, Professionalism)			
Student Learning Outcome (UNM SLO K, S, R)	Measurement Tool	Performance Benchmark (Student Population)	Timeframe
2.1 Communicate effectively with patients to provide clear instructions and compassionate care. (S)	a. Clinical site visit competency in which students describe the law and process for attaining translation services	90% of students will score $\geq 75\%$ on the Communication Clinical Site Visit Competency	Assessed once per year, Clinical II and IV
	b. Module exam for the communication module in RADS 330, Patient Care	80% of students will score $\geq 75\%$ on the communication module exam. (cohort)	Assessed once every cohort, Fall I
2.2 Demonstrate professional communication with healthcare team members using appropriate medical terminology and documentation standards. (S, K)	a. Clinical performance assessments	80% of students will score $\geq 75\%$ on the Professional Communication section of the midterm and final clinical performance assessment in Clinical Experience III (cohort)	Assessed once every cohort, Fall II
	b. Film critique	80% of students will score $\geq 75\%$ on film critique	Assessed once every cohort, Summer I

		presentations (evaluating films with radiologists) in the Image Analysis course	
Program Goal 3. Employ critical thinking in the performance of roles and responsibilities of radiologic technology (Skills; Critical Thinking)			
Student Learning Outcome (UNM SLO K, S, R)	Measurement Tool	Performance Benchmark (Student Population)	Timeframe
3.1 Assess individual patient needs and adapt standard procedures to accommodate these needs. (S, K)	a. Clinical competency form, accommodating patient needs criterion	80% of students will score $\geq 75\%$ on the critical thinking criterion, averaged throughout the program	Assessed once every cohort at the end of the program
	b. Patient Care course: Patient assessment and Patient needs module exams	80% of students will score $\geq 75\%$ on module exams in Patient Care on patient assessment and patient needs modules	Assessed once every cohort, Fall I
3.2 Analyze images for diagnostic quality and determine the need for repeat exposures. (S, K)	a. Final grade in Image Analysis course	80% of students will score $\geq 75\%$ in the Image Analysis course	Assessed once every cohort, Summer I
	b. Clinical Performance Assessments	80% of students will be rated "competent" in the ability to determine the need for repeat exposure on the final clinical performance evaluation in Clinical RADT IV	Assessed once every cohort, Spring II
Program Goal 4. Employ knowledge of ethical principles in decision-making (Responsibility, Knowledge; Ethical Principles)			
Student Learning Outcome (UNM SLO K, S, R)	Measurement Tool	Performance Benchmark (Student Population)	Timeframe

4.1 Apply the ARRT Code of Ethics and the Patient's Bill of Rights to clinical decision-making. (K, R)	a. Midterm and final clinical performance evaluations	80% of students will score $\geq 75\%$ on the Ethical Decision-Making section of the midterm and final clinical performance assessment in Clinical Experience IV (cohort)	Assessed once every cohort Clinical Experience IV, Spring II
	b. Informed consent presentation, RADS 398 Healthcare Ethics Module 10	80% of students will score $\geq 75\%$ on the Informed Consent presentation, RADS 398 Healthcare Ethics Module 10	Assessed once every cohort RADS 398, Spring I
Program Goal 5. Deliver optimal patient care through interprofessional collaboration (Skills; Interprofessional Collaboration)			
Student Learning Outcome (UNM SLO K, S, R)	Measurement Tool	Performance Benchmark (Student Population)	Timeframe
5.1 Students will engage in interprofessional learning activities (K, S)	Students will attend interprofessional patient care labs and self-assess their learning	80% of students will score $\geq 75\%$ as the final grade in the Patient Care Lab Course	Assessed once every cohort, Fall I
	Students will engage in one "Interactive" IPE learning activity (IPE Poverty Simulation, Rad Sci/Nursing Patient Care simulation)	80% of students will provide documentation at the graduation check-off of IPE Honors Certificate, IPE "Interactive" learning activity attendance, or Rad Sci/Nursing Patient Care simulation grading rubric	Assessed once every cohort, before graduation/ Summer II

Program Goal 6. Demonstrate professionalism by advancing the profession through research, education, or service (Responsibility, Knowledge; Professionalism)			
Student Learning Outcome (UNM SLO K, S, R)	Measurement Tool	Performance Benchmark (Student Population)	Timeframe
6.1 Participate in professional development activities such as research projects, advocacy initiatives, or community health events. (K, S, R)	a. RADS 406-Community Service Midterm Presentation describing their service-learning experience	80% of students will score $\geq$ 75% on RADS 406 Midterm Presentation	Assessed once every cohort, Fall I
	b. RADS 405-Intro to Research in the Health Sciences, Short Report Assignment	80% of students will score $\geq$ 75% on the Short Report Assignment in RADS 405	Assessed once every cohort, Spring II

Radiologic Technology – Clinical Policies

Clinical experience is an essential component of the radiologic technology program. Knowledge and skills gained in didactic courses and simulation training are applied in the clinical setting to attain the competencies documented for ARRT registry eligibility.

Clinical experience is conducted in person. Learners observe, assist, and then perform radiographic exams and procedures independently. Clinical education enables learners to demonstrate clinical competence by performing radiographic exams independently, consistently, and effectively in various settings and with a diverse patient population.

Credit Hour Statement

Each credit hour earned in clinical courses equates to approximately 60 hours logged in the clinical environment. The number of credit hours in clinical courses varies from semester to semester.

Student Supervision- Direct and Indirect Supervision

Direct Supervision means that, at a minimum, a radiologic technologist with the credentials RT (R) (ARRT) and an active New Mexico license in radiography:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- reviews technical factors before image acquisition
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or images before exam completion

Direct supervision of students is required:

- During all surgical, mobile, fluoroscopic, and invasive procedures (procedures requiring the patient's written consent)
- During the performance of any repeat image
- Until clinical competency has been achieved and documented on an exam

After clinical competency has been achieved, radiographic exams may be performed under indirect supervision if the clinical site's policy does not require direct supervision. Please note that UNM Hospital [Radiology Policy- Student Supervision](#) requires direct supervision at all times. Indirect supervision means student supervision is provided by a qualified radiographer who is immediately physically available to assist students regardless of the level of student achievement.

When indirect supervision is appropriate, the supervising technologist will, at a minimum:

- Review the order/imaging requisition in relation to the student's achievement
- Be immediately physically available to assist the student
- Review and approve images before the exam completion and release of the patient

In any case in which NMAC 20.3.20.7 defines student supervision in different terms than the Program or the Clinical Site, the stricter definition will be observed.

Students are cautioned that ONLY a physician may discuss the diagnoses with the patient or other healthcare providers. Providing information on the diagnosis is outside the scope of practice of the radiologic technologist as defined by the American Society of Radiologic Technologists (ASRT) and by New Mexico Administrative Code 20.3.20.

Clinical Attendance Policies

Repetition and experience are key to thinking critically in the high-pressure clinical environment; thus, clinical attendance is crucial. Chronic lateness or absenteeism will not be tolerated and may delay program progression or be grounds for program dismissal.

The student is expected to attend all scheduled clinical rotations. Students will log a sign-in time upon arrival and a sign-out time when leaving the clinical site. The supervising technologist should initial at the time of sign-in and sign-out.

Discretionary Time

Discretionary time is awarded in all clinical courses as follows:

One-three credit hours = one discretionary day/semester

Four-six credit hours = two discretionary days/semester

Discretionary time may be taken at any time during the semester; however, the learner must notify both the clinical site and the instructor of record for the clinical course at least two business days in advance of taking discretionary time. Notifications should be made via email and via the supervisor/instructor's preferred method of contact if it is not email. Students are encouraged to use the discretionary time each semester to develop health habits, such as taking time to rest and rejuvenate to avoid burnout. Discretionary time is not sick time.

Sick Time

The learner may miss one day of clinic per semester due to illness without academic penalty. The learner must notify the clinical site and the instructor of illness before the start of the shift. Illness lasting more than one clinical shift must be documented with a doctor's excuse, and the time must be made up to avoid academic penalty. Due to clinical site availability, make-up time may not be available.

Unexcused absences will result in a grade reduction equal to the percentage of time missed.

If the student has symptoms of an infectious disease, including vomiting or fever, DO NOT GO TO CLINIC. The Student Health Center on the main campus is available for physician care. Contact Student Health for more information: 505-272- 3136.

Students with chronic conditions that may necessitate absences from the clinic should seek accommodations through UNM's [Accessibility Resource Center](https://arc.unm.edu/) <https://arc.unm.edu/>. Students with accommodations must follow the call-out procedure when illness or chronic conditions cause absences from the clinic.

Lateness or Absenteeism

In the event of an unavoidable late arrival to the clinic, the student should notify the clinical site by telephone before the start of the shift. Failing to notify the clinical site and course instructor of lateness or absence is considered a no-call/no-show. A no-call/no-show will result in an automatic 5% grade reduction, and the student will be placed on attendance probation for 6 months. A second clinical attendance infraction during the probationary period will result in corrective action, up to and including failure of the clinical course.

Clinical Make-up Time

Due to clinical site availability, scheduling make-up time for missed clinical time may be difficult. Scheduling make-up time and notifying all parties is the student's responsibility. The student must schedule make-up time with the Clinical Preceptor and notify the Program Clinical Coordinator and the Clinical Staff Technologist when make-up time will occur. In some cases, make-up time may be available between semesters, but this must be approved by the Program Director and Instructor of the Clinical Course before the end of the semester. No make-up time is permitted on observed holidays.

Lunch

The student may take a 30-minute lunch break during any clinical shift 6 hours or longer. Lunch breaks should be staggered if there is more than one student at the clinical site. Lunch breaks must be taken at a time approved by the supervising staff technologist or clinical preceptor.

Down Time

During periods when there are no clinic patients or equipment is down, students are expected to restock rooms and/or assist staff technologists with administrative tasks. With the clinical preceptor's permission, the student may study after all clinic-related duties are completed.

Leave and Holidays

The following holidays are observed at the University of New Mexico Hospital (UNMH) and the UNM Radiologic Science Programs:

Labor Day	Christmas Eve	New Year's Day
Thanksgiving Day	Christmas Day	Memorial Day
The day after Thanksgiving	New Year's Eve	Independence Day
Day		Juneteenth

Students shall not be present at any clinical site during observed holidays.

The VAH observes several holidays (Columbus Day, Veterans' Day, and Presidents' Day) that UNM does not. Students who are assigned to the VAH on federal holidays not observed at UNM will arrange with the Clinical Faculty/Clinical Coordinator to either make up the clinical hours or report to a different clinical site on that day.

Religious holidays can be observed with prior notice provided to the clinical coordinator.

Snow Delays and Cancellations

Clinical attendance follows the UNM North Campus snow delay and school closure schedule. However, student safety is our priority. If driving conditions are unsafe between the student's home and the clinical site, the student should use their discretion regarding clinical attendance. If clinical rotations are scheduled outside of Albuquerque, the student should follow that district's public-school delay/school closure schedule. If weather causes a delay or cancellation of clinical attendance, the student should notify the clinical site before the start of the shift.

Bereavement Leave

Students may be granted bereavement leave due to a death in the student's immediate family, or a pregnancy loss, of up to five (5) working days, which may be taken consecutively or intermittently. Discretionary leave may be added to this time.

For this policy, "immediate family" means a person who is the student's:

- Spouse or domestic partner
- Relative by blood, marriage, adoption, legal guardianship, or foster care, including:
 - Parent, grandparent, great-grandparent;
 - Child, grandchild, great-grandchild;
 - Sibling; or
 - Niece, nephew, aunt, uncle, or first cousin.
- Someone who lives in the employee's household

Recognizing the wide variety of family configurations that exist (e.g., blood, chosen, affinity), the bereavement leave may be granted in other circumstances. Program officials may request documentation in cases where it is deemed necessary.

If bereavement leave is granted, coursework and clinical time must be made up. Please [review campus policies for absences and student attendance for more details.](#)

Religious Leave

Every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. UNM respects the right of all students and faculty to observe religious holidays and will make reasonable accommodations, upon request, for such observances. If an accommodation request is denied, the student or faculty member may appeal to the Provost or the Executive Vice President for Health Sciences. Religious leave will follow the UNM University policy and dates included. <http://diverse.unm.edu/calendar/religious-holidays-observances.html>

The student is required to notify the program and clinical sites.

Call-in Procedure

In the case of illness or bereavement, the student must notify the clinical site and the course instructor of the absence before the start of the clinical shift. Arrangements for make-up time and coursework must be made as soon as possible, but no later than the day the student returns to class or clinic.

Any planned leave should be arranged and the clinical site and program notified at least two business days in advance.

Outside Employment

Due to the intensity of the Radiologic Sciences Program, students are cautioned about working after clinical rotations commence. Clinical shifts vary from semester to semester, and if a student does choose to maintain outside employment, the student's work schedule must be adjusted to accommodate the clinical rotation schedule. The Program supports employment as a Student Technologist, but students are cautioned to be aware of the scope of practice and supervisory requirements. Exams performed under supervision during employment as a Student Technologist may not be documented as clinical competencies to meet the ARRT clinical competency requirements.

Uniform

Students are representatives of UNM Hospital and the Radiologic Sciences Programs, and must present a professional appearance at all times while in the clinical environment. UNM Radiologic Science students are identified in the clinical setting by wearing solid-colored scrubs with silver (grey) tops and cherry (red) scrub bottoms. The UNM photo ID badge must be worn prominently. Radiation dosimeters are part of the uniform and must be worn at the collar. Scrubs can be purchased from the student's choice of vendor.

Should the student arrive at the assigned clinical location out of uniform, the student will not be allowed to sign in. Time missed due to noncompliance with uniform policy will be counted as an unexcused absence and may affect the student's grade in the course.

Students must abide by the UNM Hospital dress code as described in the policy in **Appendix J** - [HR 140 – Professional Presentation & Appearance \(Dress Code\)](#).

Patient Care

Patient care is the primary goal in the clinical environment. The patient's permission for student participation in their care should be obtained whenever it is possible. The student must ask for extra assistance and be prepared to revert to the observer role if the patient's needs exceed the student's experience in patient care. The student must maintain respect for the patient's privacy and dignity at all times. It is incumbent on the student to be familiar with and comply with Federal Law, State Law, Hospital Policy, and the ARRT Code of Ethics in all patient interactions, including non-discrimination and HIPAA compliance.

Personal Protective Equipment (PPE) and Patient Care of COVID+/Person Under Investigation

Guiding principles for student participation in patient care of COVID+/Person Under Investigation (PUI) patients include:

1. Many students would like to participate in the care of COVID+/PUI
2. Students who have concerns about personal or family health may opt out without penalty
3. There is adequate PPE for students to participate in the care of COVID+/PUI
4. Students may participate in COVID+/PUI care when considered appropriate by their faculty/program

Students will learn how to effectively don and doff PPE and to care for patients with infectious diseases before entering the clinical setting. Students will be fit tested for N95 respirator masks by UNM Environmental Health and Safety before beginning clinical training. PPE, including N95 respirator masks, will be supplied by each clinical site. Fit Testing and training can be scheduled at the link below.

UNM Environmental Health and Safety:

<https://ehs.unm.edu/occupational-safety/ehs-respiratory-protection-program.html>

Patient Privacy Policy- Health Insurance Portability and Accountability Act (HIPAA)

All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. Breach of confidentiality will result in disciplinary action, up to and including dismissal from the program and/or the course.

Students must adhere to federal law and the [UNM Use and Disclosure of Protected Health Information Policy](#) at all times.

Mobile Devices in the Clinical Environment

Mobile phones and communication devices can be a distraction in the clinical environment. Even if used for study, mobile device use can create the appearance of disengagement. Personal cell phone use for calls or messages should be limited to break times.

Study Time in the Clinical Environment

Study time in the clinical environment should occur only when no patients are present in the department, and all housekeeping, maintenance, and administrative tasks have been completed. If a mobile device or computer is used for study, explicit permission should be obtained from the supervising technologist.

Non-compliance with Clinical Policies

Any violation of the UNM Radiologic Science Student Handbook Clinical Policies will be considered unprofessional behavior and subject to disciplinary action up to and including program dismissal.

Clinical Competency Assessment

Clinical education and competency assessment are foundational in preparation for the professional life of the medical imaging student. Clinical competency is gained through observation, inquiry, and repetitive practice. The student will progress through steps or “roles,” and competency is gained. The steps towards clinical competency are defined in the following table. Students are responsible for documenting each step of the competency process.

Role	Definition
Observer	The student should take the observer role the first time they witness an exam. They should assist with room setup and cleanup, introduce themselves to the patient, and observe the technologist in all steps of exam performance. The student should review images with the technologist and ask any questions after the exam is completed and the patient is released.
Assisted performer	If the student has a documented observation of an exam, they should perform as much of the exam as possible under direct supervision. The student will remain in the assisted performer role until their knowledge of equipment operation, efficiency, and accuracy reaches that of the entry-level radiographer.
Competency evaluation	After the observer and the assisted performer roles have been documented for an exam, and the coinciding information has been covered in class and in the lab, the student may request a competency evaluation and move into the role of competent performer. Competency is achieved if the student can perform the entire exam at the level of an entry-level technologist and without an avoidable repeat.
Competent performer	After competency is achieved and documented, the student should continue to perform the exam as many times as possible with minimal assistance from the supervising technologist. Students should routinely evaluate images to evaluate areas for improvement and to identify anatomy and pathology. During faculty visits to the clinical site, students may be asked to perform “spot competencies” on exams in which competency is documented.

Clinical Competency Evaluation

In order to be awarded a competency, the student must request a competency before beginning the exam. The student must be able to do the following without prompting or assistance.

1. Follow department-specific exam protocols.
2. Assist patients and transport them as necessary under a technologist's supervision.
3. Verify the correct patient by utilizing two patient identifiers (Name and DOB)
4. Obtain a complete patient history as related to the exam.
5. Perform proper hand hygiene.
6. Adhere to Standard Precautions
7. Use prescribed department radiographic techniques when performing imaging exams following A.L.A.R.A principles, making technical factor adjustments as necessary.
8. Provide for the physical needs of the patient during the examination or procedure.
9. Manipulate all equipment appropriately.
10. Position and immobilize patients as necessary.
11. Use appropriate lead shielding and other safety devices/methods following A.L.A.R.A principles.
12. Communicate any patient reactions or problems to the imaging technologist immediately.
13. Notify the technologist immediately if at any time the student feels the patient interaction goes above his/her limitations or capabilities.
14. Review all exams for technical quality with the imaging technologist prior to completion of the exam for interpretation.

Competency is not achieved if an avoidable repeat image must be performed.

Clinical Competency Evaluation Form

Exam _____ Student Name _____

Date _____

Please rate the student's performance in the following categories and procedure elements on a scale of 1-4, as compared to the expectation of an entry-level radiographer. Please see the next page, "Clinical Competency Evaluation," for details on each procedure element.

Scale

1 point	Needs Major Improvement
2 points	Needs Minor Improvement
3 points	Satisfactory
4 points	Exemplary

Category	Procedure Element	Rating
Professional Communication	Patient identity verification	
	Patient assessment	
	Patient management: verbal and non-verbal communication	
	Patient positioning	
Safety	Infection Control	
	Radiation Safety	
	Room Preparation	
Critical Thinking	Exam Order Verification	
	Patient Management: adapts communication to meet patient needs	
	Technique selection: Adapts to patient condition	
Technical Skill	Technique selection: sets the radiographic technique according to department protocol	
	Image Evaluation	
	Equipment Operation	
	Image Processing	
Total Points Out of 56	42/56 or more required to meet the competency benchmark	
Constructive Feedback to the Student		
Technologist signature & date		

Clinical Competency Evaluation

Category	Procedure Element	Behavior- The student will:
Professional Communication	patient identity verification;	perform 2ID check
	patient assessment;	Assess the patient's condition to determine the most appropriate method of image acquisition
	patient management;	Perform AIDET introduction to include self, others involved, explanation of the exam, and probable number of images.
		Communicate professionally with the patient and others present, effectively using verbal and non-verbal communication.
	patient positioning;	Provide clear instructions for breathing and motion to the patient while positioning for each projection
		Position the patient accurately and in a timely manner
		Carefully manipulates the patient's body, taking age and potential injury into consideration
		Correctly place markers, ensuring anatomy is not obscured
Safety	Infection control	Performs hand hygiene and maintains the appropriate medical or surgical aseptic technique
	radiation safety;	Shield the patient appropriately
		Collimate the beam to include only the area of interest
		Select exposure factors appropriate to the patient while maintaining ALARA
	room preparation;	Gather appropriate positioning aids, shields, and any other equipment needed
		Ensures that the room is free of hazards appropriate to the patient's condition
Critical Thinking	examination order verification;	Confirm exam, symptoms, and laterality with the patient to verify the appropriate exam is ordered
		If the exam ordered is incorrect, know the correct process to follow to have the order corrected
	Patient management	Adapt communication with consideration for the patient's needs
	Technique selection	Adapts radiographic technique based on age, body habitus, and pathological condition
Technical Skill	technique selection;	Selects AEC, anatomical selection, or sets the appropriate technique manually
	image evaluation	Identify opportunities for positioning improvement, even if a repeat is not necessary
		Correctly identify the need to repeat an image if necessary

		Correctly identify 2 anatomical structures visualized in each image
		Identify any deviations from the ideal exposure index
		Assure correct markers are visible
	equipment operation;	Efficiently and accurately manipulate the tube, image receptor, and collimation
	image processing;	DO NOT mask or crop exposed anatomy from the image
		Perform any necessary annotation or other image processing functions before sending to PACS

Competency Tracking Form

Student Name _____

Procedure	M	E	Observer	Assisted Performer	Competency Evaluation	Spot Competency
Chest and Thorax						
Chest Routine	✓					
Chest AP (Wheelchair or Stretcher)	✓					
Ribs	✓					
Chest Lateral Decubitus		✓				
Sternum		✓				
Upper Airway (Soft-Tissue Neck)		✓				
Sternoclavicular Joints		✓				
Procedure	M	E	Observer	Assisted Performer	Competency Evaluation	Spot Competency
Upper Extremity	✓					
Thumb or Finger	✓					
Hand	✓					
Wrist	✓					
Forearm	✓					
Elbow	✓					
Humerus	✓					
Shoulder	✓					
Clavicle	✓					
Scapula		✓				
AC Joints		✓				
Trauma: Shoulder or Humerus	✓					
(Scapular Y, Transthoracic or Axial)*	✓					
Procedure	M	E	Observer	Assisted Performer	Competency Evaluation	Spot Competency
Lower Extremity						
Toes		✓				
Foot	✓					
Ankle	✓					
Knee	✓					
Tibia-Fibula	✓					

Femur	✓					
Patella		✓				
Calcaneus		✓				
Trauma: Lower Extremity*	✓					
Procedure	M	E	Observer	Assisted Performer	Competency Evaluation	Spot Competency
Head – Candidates must select at least one elective procedure from this section.						
Skull		✓				
Facial Bones		✓				
Mandible		✓				
Temporomandibular Joints		✓				
Nasal Bones		✓				
Orbits		✓				
Paranasal Sinuses		✓				
Procedure	M	E	Observer	Assisted Performer	Competency Evaluation	Spot Competency
Spine and Pelvis						
Cervical Spine	✓					
Thoracic Spine	✓					
Lumbar Spine	✓					
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	✓					
Pelvis	✓					
Hip	✓					
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	✓					
Sacrum and/or Coccyx		✓				
Scoliosis Series		✓				
Sacroiliac Joints		✓				
Abdomen						
Abdomen Supine	✓					

Abdomen Upright	✓					
Abdomen Decubitus			✓			
Intravenous Urography			✓			
Procedure	M	E	Observer	Assisted Performer	Competency Evaluation	Spot Competency
Fluoroscopy Studies – Candidates must select two procedures from this section and perform per site protocol.						
Upper GI Series, Single or Double Contrast		✓				
Contrast Enema, Single or Double Contrast		✓				
Small Bowel Series		✓				
Esophagus (NOT Swallowing Dysfunction Study)		✓				
Cystography/Cystourethrography		✓				
ERCP		✓				
Myelography		✓				
Arthrography		✓				
Hysterosalpingography		✓				
Mobile C-Arm Studies						
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	✓					
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	✓					
Procedure	M	E	Observer	Assisted Performer	Competency Evaluation	Spot Competency
Mobile Radiographic Studies						
Chest	✓					
Abdomen	✓					
Upper or Lower Extremity		✓				
Pediatric Patient (Age 6 or Younger)						
Chest Routine	✓					
Upper or Lower Extremity		✓				
Abdomen		✓				

Mobile Study		✓				
Geriatric Patient (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)						
Chest Routine	✓					
Upper or Lower Extremity	✓					
Hip or Spine		✓				

Advanced Modality Clinical Rotations

Students enrolled in Clinical Experience III, IV, and V may be assigned to advanced modality rotations, including but not limited to computed tomography (CT), magnetic resonance imaging (MRI), interventional radiography, mammography, ultrasound observation, and other imaging specialties, as clinical resources permit.

Participation in advanced modality rotations is intended to provide exposure to advanced imaging procedures and career pathways while maintaining the primary educational objectives of the Radiologic Technology Program. Assignment to advanced modality rotations is subject to programmatic needs, student performance, clinical site availability, and compliance with all applicable supervision requirements. Students shall not be utilized to replace qualified staff or to perform procedures without the appropriate level of supervision.

Students in good academic and clinical standing may request additional advanced modality experiences. Approval of such requests is at the discretion of the Program Director and Clinical Coordinator and is dependent upon the availability of appropriate clinical learning opportunities. Students may request permission from the Program Director to document post-primary clinical experience requirements. Any post-primary clinical experience documentation must:

- Comply with current ARRT clinical experience requirements for the specific post-primary discipline.
- Be performed under appropriate supervision and within the student's demonstrated level of competency.
- Be verified by qualified personnel as required by ARRT.
- Not interfere with the student's completion of required radiography clinical competencies and program requirements.

Completion of advanced modality rotations within the program does not guarantee fulfillment of ARRT post-primary eligibility requirements, certification eligibility, or employment in a specialty imaging area.

Clinical Breast Imaging Rotations

The BSRS Radiologic Technology Program supports equitable access to breast imaging educational experiences for all students. Students may request the opportunity to participate in breast imaging (mammography) clinical rotations and procedures. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical

experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting.

The program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 and October 2021 meetings. The JRCERT position statement is included as **Appendix K** to the program's policy handbook and is also available on the JRCERT website, www.jrcert.org, Program Faculty, Program Resources.

Clinical Roles and Responsibilities

Program faculty, clinical preceptors, clinical staff, and students all have unique roles and responsibilities in creating a supportive and effective clinical learning environment. The program ensures that all participants are aware of and possess at least the minimum qualifications appropriate for their role.

Program Faculty Positions, Qualifications, and Responsibilities

Program Director

JRCERT Minimum Qualifications:

- Holds a master's degree
- Proficient in curriculum design, evaluation, instruction, program
- administration, and academic advising
- Documents three years' clinical experience in the professional
- discipline
- Documents two years' experience as an instructor in a JRCERT-
- accredited program
- Holds current American Registry of Radiologic Technologists
- (ARRT) certification and registration, or equivalent, in radiography

Responsibilities at a minimum include:

- Assuring effective program operations;
- Overseeing ongoing program accreditation and assessment processes;
- Participating in budget planning;
- Participating in didactic and/or clinical instruction, as appropriate;
- Maintaining current knowledge of the professional discipline and educational methodologies through continuing professional development;
- Assuming the leadership role in the continued development of the program

Clinical Coordinator***JRCERT Minimum Qualifications***

- Holds a bachelor's degree
- Proficient in curriculum development, supervision, instruction, evaluation, and academic advising;
- Documents two years' clinical experience in the professional discipline;
- Documents one year's experience as an instructor in a JRCERT-accredited program;
- Holds current American Registry of Radiologic Technologists (ARRT) certification and registration, or equivalent, in radiography.

Responsibilities at a minimum include:

- Correlating and coordinating clinical education with didactic education and evaluating its effectiveness;
- Participating in didactic and/or clinical instruction;
- Supporting the program director to assure effective program operations;
- Participating in the accreditation and assessment processes;
- Maintaining current knowledge of the professional discipline and educational methodologies through continuing professional development;
- Maintaining current knowledge of program policies, procedures, and student progress

Clinical Preceptor and Staff Roles and Responsibilities

JRCERT Minimum Qualifications

- Is proficient in supervision, instruction, and evaluation
- Documents two years of clinical experience in the professional discipline
- Holds current American Registry of Radiologic Technologists (ARRT) certification and registration, or equivalent, in radiography

Responsibilities at a minimum include:

- Maintaining knowledge of program mission and goals;
- Understanding the clinical objectives and clinical evaluation system and evaluating students' clinical competence;
- Providing students with clinical instruction and supervision;
- Participating in the assessment process, as appropriate;
- Maintaining current knowledge of program policies, procedures, and student progress and monitoring and enforcing program policies and procedures.

Clinical Staff

JRCERT Minimum Qualifications

- Holds current American Registry of Radiologic Technologists (ARRT) certification and registration, or equivalent, in radiography.

Responsibilities at a minimum include:

- Understanding the clinical competency system;
- Understanding requirements for student supervision;
- Evaluating students' clinical competence, as appropriate;
- Supporting the educational process;
- Maintaining current knowledge of program clinical policies, procedures, and student progress

Clinical Site Evaluation

Students are asked to evaluate the clinical site at the end of each semester or clinical rotation. Students receive an anonymized link to the Qualtrics survey and respond to the following questions:

Statements are rated on a 5-point Likert scale from Strongly Agree to Strongly Disagree

Please rate the following statements:

The clinical site provided me with an adequate orientation to the facility

Clinical preceptors were knowledgeable and skilled at instructing in the clinical area

I was treated with respect during my clinical rotation

I received consistent, constructive feedback pertaining to my clinical performance

My performance and competency were evaluated objectively and in accordance with program policies

I received direct and indirect supervision appropriately and in accordance with governance and program policy

Students respond to the following open-ended questions with text entry:

1. What are the strengths of the clinical site, preceptors, staff technologists, and/or your clinical experience?
2. Were there any areas of the clinical site that could be improved?

Results are shared with stakeholders (department managers, clinical preceptors, and staff technologists) via email and at community meetings after there are at least three responses for the clinical site to ensure anonymization.

APPENDIX A – STUDENT MENTAL HEALTH RESOURCES

1. If a student needs to connect with mental health support services, they can reach out to Student Health and Counseling (SHAC) (<http://shac.unm.edu/index.html>) or the Vassar House (<https://hsc.unm.edu/academic-affairs/vassar-house.html>)

2. UNM School of Medicine Mental Health and Counseling site:

<https://hsc.unm.edu/medicine/about/well-being/wellbeing-resources/mental-health-and-counseling.html>

3. Major Health Crisis – Please go to the UNM Psychiatric Center; if a student requires immediate assistance, go to the UNM Psychiatric Emergency Center, available 24 hours a day, 7 days a week:

<https://unmhealth.org/locations/psychiatric-center.html>

4. Suicide and Crisis Lifeline: Call 988 from any phone

Hours: Available 24 hours

Website: <https://988lifeline.org/>

Or please reach out to any faculty member for help in locating resources.

APPENDIX B – USEFUL WEBSITES

American College of Radiology <http://www.acr.org>

Certification Exams

The American Registry of Radiologic Technologists <http://www.arrt.org>

Nuclear Medicine Technology Certification Board <http://nmtcb.org>

Professional Societies

American Society of Radiologic Technologists <https://www.asrt.org>

New Mexico Society of Radiologic Technologists <https://www.memberplanet.com/nmsrt>

Society of Diagnostic Medical Sonographers <https://www.sdms.org/>

Society of Nuclear Medicine and Molecular Imaging <http://www.snmimi.org>

State Licensure

New Mexico Environment Department Radiation Control Bureau –

Medical Imaging and Radiation Therapy Program

<https://www.env.nm.gov/rcb/medical-imaging-radiation-therapy-program/>

APPENDIX C – EMERGENCY STUDENT PREPAREDNESS

UNM is committed to offering services, information, resources, and tools to offer a safe campus to all students, staff, faculty, and visitors. Emergency preparedness on a University campus can present many challenges. A campus environment includes not only an extremely large geographical area, but a continuously changing population. Emergency planning must protect people as well as the institution's operations such as research, athletic and entertainment events, food services, housing, and transportation. Contribute to our campus safety and preparedness by becoming informed, staying alert, and using good judgment. The following is offered as a guide to ensure campus safety.

1. In Case of Emergency - If one encounters an emergency situation, they must first provide for their own safety. The UNM Police Department is available 24/7 and provides more than just emergency response. In addition to the items listed, they also house "lost and found", bicycle registration and fingerprinting, offer an escort service, and can provide copies of Police Reports.

a. If you come across an emergency situation, you should:

- i. **Step One:** Make yourself safe
- ii. **Step Two:** Warn others in the immediate area of the situation
- iii. **Step Three:** Call for assistance. DO NOT assume that someone else has called.
UNM PD: (505) 277-2241; 911 from a campus phone; or, via blue light phone.

2. UNM Communications Systems - The primary ways that UNM can provide emergency updates to students, faculty, and staff are via LoboAlerts (loboalerts.unm.edu) and the Warning Siren. Although cell phones may be a distraction in the classroom, it is recommended that at least one device be left available to receive LoboAlerts messages. Since different devices and service providers may account for messages being received at different times, it may be prudent to allow several devices to be active for such messages.

Other than testing, a sounding of the warning siren means that something has occurred that makes it unsafe to be outdoors. All persons should take shelter in the nearest building, and look for additional information which will be coming via LoboAlerts, local media, email, or the UNM Webpage.

3. **Shelter In Place** - In some instances, it is safer to shelter in place and wait for further instructions. If you are instructed to Shelter in Place, then:
 - a. Remain calm
 - b. Move away from windows and glass
 - c. Silence your cell phones
 - d. Lock the door and wait for further instructions
 - e. Keep the telephone lines free for emergency information. Do not call 911 or the UNM Police Department for information. *However, if you are trapped or need assistance, please call 911 for assistance!*
 - f. Don't leave your room until instructed by a Police Officer, authority figure, or LoboAlerts.

4. **Evacuation** – Know two ways to get out of your building, and determine a location to meet to make sure that everyone is accounted for. Share this plan with your students in advance

5. **Suspicious Behavior** – There are many ways to report behavior that is concerning (AGORA, OEO, LoboRespect, CARS, etc.). Report suspicious person(s) and/or activities to the UNM Police promptly.

6. **Awareness** – The first level of prevention is awareness of your surroundings.

For further information:

Campus Safety

<https://campussafety.unm.edu/>

UNM Police Department

505- 277-2241

<https://police.unm.edu/>

**APPENDIX D -
STUDENT ACCIDENT INJURY REPORT
UNM RADIOLOGIC SCIENCES PROGRAM**

Program: _____ Date: _____

Name of Student: _____ DOB: _____

Home Address: _____
City, State Zip Code

Home Phone: _____ Work Phone: _____

Date of Injury: _____ Time: _____ ☐ AM ☐ PM

Exact Location When Injured: _____

Type of Injury: ☐ bruise ☐ laceration ☐ puncture ☐ strain ☐ abrasion ☐ other

Exact part of the body injured: _____

Describe in full how the injury occurred: _____

Names of witnesses: _____

Immediate supervisor informed of accident/injury: _____

Signatures: _____
Immediate Supervisor Date Student Date

Review the cause of the accident and state action taken to prevent recurrence: _____

Program Supervisor's Signature: _____

First Aid and/or instructions given:

Treated by: _____

Date & Time: _____

PHYSICIAN'S FINDINGS & DISPOSITION

Physician Findings:

Diagnosis: _____

Treatment: _____

Disposition: _____

Date of Examination: _____

Time: _____

☐

AM

☐

PM

Signature of Physician: _____

**APPENDIX E –
EVIDENCE OF COVERAGE – UNM 2026-2027**

	NEW MEXICO GENERAL SERVICES DEPARTMENT RISK MANAGEMENT DIVISION	EVIDENCE OF COVERAGE
MEMORANDUM NUMBER: RMD-EOC-FY27		
This Evidence of Coverage is used as information only and confers no rights upon the Certificate Holder. This Evidence of Coverage does not amend, extend, or alter the coverage afforded by the Tort Claims Act (TCA) or the applicable Certificates of Coverage or policies for the type(s) of coverage listed below.		
NAMED INSURED		
STATE OF NEW MEXICO and UNIVERSITY OF NEW MEXICO HOSPITAL (H6901) LOSS PAYEE: TO WHOM IT MAY CONCERN		
Coverage Period: 12:00 AM 07/01/2026 to 11:59 PM 06/30/2027		
This is to certify that the Named Insured has the coverage listed below for the period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this Evidence of Coverage may be used or may pertain, the coverages indicated in this Evidence of Coverage are subject to all terms, exclusions, and conditions of the Certificates of Coverage and other insurance policies to which this Evidence of Coverage pertains.		
Type of Coverage	Limit of Liability/Coverage	
A) Liability i. General Liability ii. Automobile Liability iii. Law Enforcement	Statutory Limit NMSA § 41-4-19 Statutory Limit NMSA § 41-4-28 (Foreign)	
B) Civil Rights	Statutory Limit NMSA § 41-4A-6	
C) Workers' Compensation	Statutory Limit NMSA § 52-1-1 et seq.	
D) Property i. Real and Business Personal Property ii. Auto Physical Damage iii. Electronic Equipment iv. Mobile Equipment/UAV/Watercraft/Mobile Homes	Replacement Cost Value (RCV) Actual Cash Value (ACV) Actual Cash Value (ACV) Actual Cash Value (ACV)	
E) Medical Malpractice	Statutory Limit NMSA § 41-4-19	
F) Fine Arts	\$300,000,000	
G) Boiler & Machinery	\$150,000,000	
Per 66-5-207, NMSA 1978 - A motor vehicle owned by the United States government, any state, or any political subdivision of a state is exempt from the Mandatory Financial Responsibility Act.		
Per 66-6-15(E), NMSA 1978 - A vehicle or trailer owned by and used in the service of the state need not be registered with the MVD but must continually display a plate furnished by the TSD of the GSD for a plate for each vehicle or trailer in its service, including identifying information for each vehicle or trailer. The TSD of the GSD shall issue plates for state agency vehicles and trailers and shall keep a record of the plates issued and plates returned.		
Should any of the above coverage for the Covered Party be changed or withdrawn prior to the expiration date issued above, the State of New Mexico will notify the Certificate Holder. The failure of such notification shall impose no obligation or liability of any kind upon the State of New Mexico, its agents, or representatives.		
Authorized Representative: Markita Sanchez, Deputy Director, Risk Management Division, GSD Date Issued: 07/01/2026		
https://www.generalservices.state.nm.us/risk-management/property-and-casualty/ For questions, contact the Property and Casualty Bureau/Underwriting at (505) 827-5651/1764 or GSD-RMDunderwriting@gsd.nm.gov.		
		

N. M. S. A. 1978, § 41-4-19

§ 41-4-19. Maximum liability

A. Unless limited by Subsection B of this section, in any action for damages against a governmental entity or a public employee while acting within the scope of the employee's duties as provided in the Tort Claims Act, the liability shall not exceed:

(1) the sum of two hundred thousand dollars (\$200,000) for each legally described real property for damage to or destruction of that legally described real property arising out of a single occurrence;

(2) the sum of three hundred thousand dollars (\$300,000) for all past and future medical and medically related expenses arising out of a single occurrence; and

(3) the sum of four hundred thousand dollars (\$400,000) to any person for any number of claims arising out of a single occurrence for all damages other than real property damage and medical and medically related expenses as permitted under the Tort Claims Act.

B. The total liability for all claims pursuant to Paragraphs (1) and (3) of Subsection A of this section that arise out of a single occurrence shall not exceed seven hundred fifty thousand dollars (\$750,000).

C. Interest shall be allowed on judgments against a governmental entity or public employee for a tort for which immunity has been waived under the Tort Claims Act at a rate equal to two percentage points above the prime rate as published in the Wall Street Journal on the date of the entry of the judgment. Interest shall be computed daily from the date of the entry of the judgment until the date of payment.

D. No judgment against a governmental entity or public employee for any tort for which immunity has been waived under the Tort Claims Act shall include an award for exemplary or punitive damages or for interest prior to judgment.

APPENDIX F –

PREGNANCY POLICY FOR RADIATION WORKERS (RSP-010) AND PREGNANCY DECLARATION FORM

Title: Pregnancy Policy for Radiation Workers	SOP # RSP-010	Revision # 0	Effective Date 07/02/2018
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1. PURPOSE

- 1.1. This procedure describes policies and procedures for administering a safe work environment and assuring compliance with regulations that protect female radiation workers who are pregnant. This includes issuing a fetal monitor (dosimeter) to a **“Declared Pregnant Worker” (DPW)**, defined as a worker who has voluntarily informed her employer in writing of a confirmed pregnancy, with the estimated date of conception.
- 1.2. Based on scientific evidence that health effects may occur in the embryo / fetus as a result of in-utero radiation doses above established levels, the Nuclear Regulatory Commission (“NRC”) and Agreement States have established maximum occupational dose limits to the embryo / fetus of a DPW. The fetal dose limit is **500 mrem** for the entire gestation period, with effort made to avoid substantial variation above a uniform monthly exposure rate (ie. **50 mrem/month**). These limits apply to occupational exposures only, and specifically exclude radiation exposure received for medical or other purposes.
- 1.3. The term of pregnancy considered most sensitive to radiation is the first trimester, specifically weeks eight through fifteen (8-15). Special care to minimize exposure to radiation is advisable during this time period. DPW’s shall comply with the following radiation safety rules:
 - 1.3.1. Be familiar with operating policies and procedures
 - 1.3.2. Wear the assigned dosimeter(s) while working
 - 1.3.3. Attend radiation safety training at least annually
 - 1.3.4. Use structural and personal shields as appropriate
 - 1.3.5. Use established methods and controls to keep radiation exposure as low as reasonably achievable (ALARA)

2. REVISIONS FROM PREVIOUS VERSION

- 2.1. Procedure migrated to Office of Research letterhead.

3. RESPONSIBILITIES

- 3.1. Members of the UNM Radiation Safety staff are responsible for carrying out these procedures.
- 3.2. DPWs are responsible for wearing and exchanging dosimeter appropriately and notifying UNM Radiation Safety of any changes in pregnancy status.

4. PROCEDURE

- 4.1. Upon confirmation of pregnancy, the employee is responsible to notify her supervisor and the RSO in writing, if she desires to declare her pregnancy.
- 4.2. The RSO or designee shall provide a packet of information to the employee that contains NRC Regulatory Guide 8.13 (Revision 3, Jun3 1999), "Instruction Concerning Prenatal Radiation Exposure" and the Radiation Safety Pregnancy Policy for Radiation Workers. The employee may consult privately with the RSO to assist with making the decision to declare.
- 4.3. The employee should review the information contained in the packet, and seek out additional information from her medical care provider as desired.
- 4.4. The RSO or designee will counsel the employee, as needed, to include:
 - 4.4.1. A review of radiation exposure history
 - 4.4.2. Review of occupational and fetal dose limits
 - 4.4.3. Methods to minimize exposure to both mother and fetus
 - 4.4.4. A discussion on applicable regulations, ie Regulatory Guide 8.13 (Instruction Concerning Prenatal Radiation Exposure)
 - 4.4.5. Instruction on fetal monitoring
 - 4.4.6. A review of records interpretation
- 4.5. **If the employee voluntarily chooses to declare pregnancy**, the Pregnancy Declaration Form shall be completed and the following actions shall occur:
 - 4.5.1. A monthly fetal badge shall be issued, in addition to the whole body badge, which is exchanged at the normal frequency. The fetal badge shall be worn each business day and stored in a radiation-free area in the department (along with the whole body badge) while not working. The fetal badge is labeled with a  to clearly distinguish it from the whole body badge.
 - 4.5.2. Fetal monitoring will commence the day a written declaration is received and continue for 10 months from the estimated date of conception.
 - 4.5.3. The RSO shall review fetal reports monthly and inform the employee of any unusual exposure. Permanent records of employee and fetal dose shall be kept on file in the Radiation Safety Office.
 - 4.5.4. The employee shall comply with the recommendations issued by the RSO. These restrictions will be based on the radiation risk in the employee's department, past dosimetry data, and the ability to institute controls to maintain exposure ALARA.
 - 4.5.5. If the fetal badge accumulates a radiation dose in excess of 400 mrem during the time of monitoring, the RSO will advise Department Leadership to temporarily reassign the worker to jobs that have a lower radiation exposure risk.

- 4.5.6. The DPW status will automatically terminate ten months after estimated date of conception.
- 4.5.7. A DPW may un-declare the pregnancy at any time by written notice to the RSO. Written notice must be provided for any change in pregnancy status. The fetal badge service will be inactivated at that time.
- 4.5.8. The written declaration of pregnancy will be considered expired one year after submission if it is not withdrawn.
- 4.6. **If the *employee voluntarily chooses not to declare pregnancy***, as defined in this policy, the exposure limits shall be the same as for a non-pregnant adult radiation worker. A fetal monitor will not be issued. If UNM Radiation Safety counsels a pregnant worker and they choose not to declare the pregnancy, documentation of the declaration should be documented on the Declared Pregnant Worker form and signed by the worker to decline participation in the DPW program.

5. MATERIALS

- 5.1. Pregnancy Declaration Form
- 5.2. Declared Pregnant Worker Consultation

6. REFERENCES

- 6.1. NRC Regulatory Guide 8.13 (Revision 3, June 1999): Instruction Concerning Prenatal Radiation Exposure
- 6.2. NMAC 20.3.4.412: Dose Equivalent to an Embryo/Fetus
- 6.3. NMAC 20.3.4.417: Conditions Requiring Individual Monitoring of External and Internal Occupational Dose:
- 6.4. NMAC 20.3.4.446: Records of Individual Monitoring Results
- 6.5. UNM Radiation Safety Manual



**HEALTH
SCIENCES**
OFFICE OF RESEARCH

OFFICE OF RADIATION SAFETY
Declaration of Pregnancy Form
CONFIDENTIAL

The declared pregnant worker (DPW) program is an optional dosimetry service offered to any female radiation worker who voluntarily informs UNM, in writing, of her pregnancy. Please read each statement below and complete the fields at the bottom of this form to opt in to the DPW program.

I have been provided a copy of NRC Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation Exposure", and have read and understand this document. I understand that I may call UNM Radiation Safety at 505-925-0743 to ask additional questions about NRC Regulatory Guide 8.13 as well as UNM's DPW policies.

I understand that by participating in the DPW program, the dose to the embryo/fetus during the entire pregnancy from occupational exposures shall not exceed 500 millirem (5 millisieverts).

By participating in the DPW program, I agree to follow all recommendations to maintain my fetal badge radiation exposure to under 50 millirem/month and under 500 millirem for the entire gestation. I understand that meeting the lower dose limit of 500 millirem may require a change in job or job responsibilities during my pregnancy.

I understand that my participation in the DPW is voluntary and that I may un-declare my pregnancy in writing to UNM Radiation Safety at any time and for any reason.

I agree to promptly notify UNM Radiation Safety if I find out that I am not pregnant or my pregnancy ends before the anticipated due date based upon my estimated date of conception.

I understand that the fetal badge will be automatically cancelled at the end of the month following 40 weeks from the estimated date of conception unless I notify UNM Radiation Safety differently or withdraw my declaration.

In accordance with the State of New Mexico's regulations at 20.3.4.412 "Dose Equivalent to an Embryo / Fetus," I am declaring that I am pregnant. My estimated date of conception is _____ (MM/DD/YYYY) and anticipated due date is _____ (MM/DD/YYYY).

Full Name: _____

UNM Banner ID: _____

Maiden Name: _____

Department: _____

Title: _____

Phone: _____

Email: _____

Date of Birth: _____

Signature _____

Date: _____

This declaration will remain valid for one (1) calendar year from the signature date unless withdrawn sooner.

Spare Number: _____

Subaccount Name / Code: _____

Spare S/N: _____

Wear Period: _____ - _____

Health Physicist: _____

Date: _____

APPENDIX G – RADIOACTIVE SPILL AND EMERGENCY RESPONSE

The Spill and Emergency Response policy below is Section XVI of the Office of Radiation Safety's Radiation Safety Manual, which can be found in its entirety at:

<https://hsc.unm.edu/research/compliance/radiation-safety/media/radiation-safety-manual.pdf>

XVI. SPILL AND EMERGENCY RESPONSE:

A) Major and Minor Radioactive Material (RAM) Spills:

1) RAM spills can be minor or major. Minor spills generally involve low levels of radioactivity, are easily contained, and are relatively simple to clean up. A major spill has more significance and must be reported to Radiation Safety. A major spill has one or more of the following characteristics:

- (i) Involves a large (mCi) quantity of radioactivity.
- (ii) Causes a radiation level that exceeds 2.0 mR/hr at 30 cm.
- (iii) Involves radionuclides with high radiotoxicity (see Section XII Table 4).
- (iv) Is spread over a large area or irregularly shaped area.
- (v) Difficult to immediately contain and clean.
- (vi) Involves skin contamination, an injury, and/or radiation exposure to any individual.
- (vii) Occurs in an unrestricted area.
- (viii) Threatens to be released into air, water, or sanitary sewer.
- (ix) Is beyond the worker's comfort level or abilities.

2) Spill Response:

- (i) STOP work activities and attend to the spill, using PPE commensurate with the risk, including gloves and shoe covers at a minimum.
- (ii) Medical care of injured individuals shall take priority over radiation issues.
- (iii) If multiple hazards are present, the primary hazard such as a fire, flood etc. shall take precedence. Assist the injured, extinguish the fire, pull the fire alarm, control the source of flooding etc., and then attend to the spill. Immediately placing absorbent material on the spill to prevent spread is a recommended concurrent initial action.
- (iv) If the spill could involve a release of RAM to the air, causes high radiation levels (10's-100's

- of mR/hr), or otherwise involves complex circumstances requiring assistance, evacuate the area, lock the door, and contact the RSO. Remain in the area until the RSO arrives on the scene. Additional assistance may be requested of UNM Security, UNM Police Department (UNMPD), or the hospital Safety Alert System (333).
- (v) Take steps to minimize the spread of contamination.
 - (vi) Warn others to stay away from the affected area. If individuals may be contaminated, detain them until they can receive a full body survey.
 - (vii) Persons with skin contamination shall immediately flush the affected area with warm water and gently scrub with mild soap, taking care not to abrade the skin. Document the area of skin affected, initial cpm or mR/hr measured at 1 cm, the date and time, and radiation readings and times following all decontamination efforts.
 - (viii) Delineate the spill boundary. Use barriers or rope to maintain security.
 - (ix) Obtain the spill kit. Set up a container to collect radioactive waste. Decontaminate the area working from areas of low to high contamination (perimeter to center). Continue until radiation readings are indistinguishable from background or no further reductions are achievable. Gloves shall be changed frequently.
 - (x) Write an incident report identifying radiation levels, affected locations, affected personnel, root cause, contributing factors, and steps to prevent reoccurrence.

3) Other Radiation Emergencies and Incidents:

- (i) Fire, smoke, or flooding in any RAM use area.
- (ii) A natural disaster event that threatens the integrity or security of radiation sources.
- (iii) Unauthorized entry into a radiation area or other security breach.
- (iv) Loss or theft of RAM or radiation-producing device.
- (v) Malfunction of any device designed to maintain radiation source safety.
- (vi) An in-house therapeutic radiation patient who codes, requires transfer from their assigned room due to a medical emergency, or dies.
- (vii) A therapeutic radiation patient who is released to home with radiation precautions, but who presents in the ER due to a medical condition, or who otherwise cannot follow the radiation precautions issued at the time of discharge.
- (viii) A radiation accident victim in the ER who is contaminated and injured (requires activation of the Hospital Radiation Incident Response Plan)

APPENDIX H – RADIOACTIVE SPILL REPORT FORM

Radioactive Material Spill Report Form

Date and Time of Spill: _____ Spill Report Date: _____ CNMT: _____

Location (Building, Department, and Room #): _____

CNMT(s) Involved: (Primary) _____ Secondary: _____

Radioisotope(s) & estimated activity: RAM: _____ uCi RAM: _____ uCi

Describe How Spill Occurred: _____

Skin Decon: Person #1: _____ Person #2: _____ Person #3: _____

Area: _____

Area: _____

Area: _____

[illegible]

Diagram of Spill

Location

mR/hr

[illegible]

Wipe Test Results (dpm/100 cm²):

GM used for skin decon (w/ BKG): _____

GM used for area survey (w/ BKG): _____

Wipe Test Instrument (w/ BKG): _____

What was the root cause of the spill?

What corrective actions are needed (if any) and actions to prevent future incidents like this?

Signature of CNMT:

Signature of NMS:

APPENDIX I – ACADEMIC DISHONESTY POLICY

UNM Radiologic Sciences Program

What is Academic Dishonesty?

“Academic dishonesty” includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University, and nondisclosure or misrepresentation in filling out applications or other University records.

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course.

References

"Dishonesty in Academic Matters," Faculty Handbook D100.

Plagiarism and How to Avoid It

Why is it important to acknowledge sources in academic writing?

In universities, scholars produce new knowledge through interactions with others. We read articles and books written by other scholars, and discuss our ideas with our colleagues, whether informally or at professional conferences. Virtually nobody comes up with a brilliant new idea in total isolation – and even if they did, the first thing they would have to do is to demonstrate how their new idea fits into the existing field of knowledge.

Students and professors in the academic setting are always building on prior knowledge. When a student writes a paper for a course, she /he is in effect entering the researchers’ Community of discourse and must, therefore, abide by the same rules that professional researchers do. Researchers are continually in dialogue not only with other researchers but also with the discoveries from the past. It is crucial, therefore, to acknowledge where the ideas come from, not only to give credit where credit is due but also to clarify your own original contribution to the field.

Plagiarism occurs when an author takes credit for work that is not the author’s own. This is a kind of intellectual theft, and it is extremely serious no matter what form it takes, whether purchasing an essay online or misusing sources in more subtle ways.

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal from the program, if any student is found guilty of academic dishonesty or otherwise fails to meet these standards. Please also review Article 2 of the Pathfinder link for more information for students.

This includes meeting with the instructor to discuss the matter, then, if necessary, meeting with the department director. If the dispute cannot be resolved informally through these means, then the student may file a grievance with the Dean of the School of Medicine.

For the complete policy, go to the Pathfinder at

Website: <https://handbook.unm.edu/d100/>

UNM Policy on Academic Dishonesty (Only visible when on campus)

Website: <https://policy.unm.edu/regents-policies/section-4/4-8.html>

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course.

This information has been offered to you before beginning this course/program of study.

FACULTY ADJUDICATION FORM

(To be completed by instructor of record in cases in which student has been found to have committed an act of academic dishonesty).

TO BE READ TO STUDENT:

I have evidence to believe that you have committed an act of academic dishonesty. This evidence is (described in writing below). You have the right to present evidence on your own behalf. I will decide whether the evidence indicates that you committed an act of academic dishonesty. If so, I can impose a grade penalty, up to an "F" in the course and/or disenroll you from the course. I will also refer the matter to the Dean of Students Office for further review. *(At this point student can review evidence and present his or her perception of incident).*

Today's Date: _____

Date of Violation: _____

Student's Name: _____

UNM ID #: _____

Student's Address: _____

Phone #: _____

Email: _____

Course Name: _____

Course #: _____ Section #: _____

Instructor's Name: _____

Title: _____

Address: _____

Phone #: _____ Email: _____

Name of Witness(es) *(if any)*: _____

Instructor's description of facts *(use additional sheet if necessary)*:

Penalty Imposed: _____

Signature of Student: _____ Date: _____

Signature of Instructor: _____ Date: _____

Please send this form to the Dean of Students Office 280 Student Services Center

*****Students are not required and should not be forced to sign this form. A signature of a student acknowledges and accepts the Instructor's documentation and the penalty imposed.**

**Should a student dispute the matter and the academic penalty imposed, please
direct the student to the Student Grievance Procedure**

<http://www.unm.edu/~pathfind/student-grievance-procedure.html>

Status **Active** PolicyStat ID **18687796**

Effective 3/11/2025



Owner Sara Frasch

Area Human
Resources

Applicability UNM
Hospital

HR 140 - Professional Presentation & Appearance (Dress Code) Policy

Patient Age Group:

☒ N/A ☐ All Ages ☐ Newborns ☐ Pediatric ☐ Adult

POLICY STATEMENT

UNM Hospital's image is created not only by the physical plant, but also by the appearance and conduct of our employees. In the interest of maintaining a professional and competent image, a general dress policy is maintained and enforced. The personal appearance of each employee reflects UNM Hospital's standards and indicates the pride and professionalism we bring to our jobs. Each employee is expected to dress appropriately and be neat and clean in appearance. Some departments involving direct patient contact or other specific business-environment issues may have additional dress requirements that address safety and/or infection control concerns.

APPLICABILITY

UNM Hospital and Clinics

POLICY AUTHORITY

UNM Hospital CEO and Chief Human Resources Officer authorize this policy.

REFERENCES

110 – Code of Conduct
130 – Discipline
212 – Leave - Administrative
Hand Hygiene Procedure

IMPLEMENTATION PROCEDURES

1. For All Employees

- Good personal hygiene is required, including bathing and grooming.
- Clothing must be neat, clean, wrinkle-free, and in good repair.
- Highly fragranced lotion, perfume, cologne and/or smoke odor must be avoided.
- Hair must be worn in a professional manner and in a way that prevents contamination and does not present a safety hazard.
- Mustaches and beards must be well groomed. Facial hair cannot interfere with seals on masks under [OSHA's respiratory protection standard \(29 CFR 1910.134\)](#), so no facial hair or stubble may exist along the sealing edges of the mask.
- Jewelry must be kept to a minimum.
- Piercings are permitted, but excess piercings may have to be removed if deemed unprofessional. Piercings may not have loops of any kind (only studs are permitted), except loop earrings are permitted in areas not providing direct patient care. Gauges may be worn if they are no larger than 1¼ inches (32 mm).
- Tattoos may be visible below the neck. Inappropriate tattoos that are profane, hateful, gang- or drug-related, or otherwise vulgar or obscene must be covered.

Prohibited items include but are not limited to the following:

- Shorts, unless authorized by the department manager for operational reasons
- All denim jeans
- Cargo pants, stretch pants, or sweatpants
- Leggings, unless worn with a top that extends down to at least mid-thigh
- Sweatshirts or hoodies
- All fleece material
- T-shirts with logos
- Tank or tube tops, halter tops, tops with spaghetti straps, or strapless tops/dresses
- Any tight, low cut, or sheer clothing, or any attire that exposes skin between the top and bottom layer of clothing
- Skirt/dress length and/or tops of slits cannot be shorter than half way between the top of the knee and mid-thigh
- Flip flop sandals or shoes with individualized toes ("barefoot shoes")
- Hats, unless an employee works outside, is required for safety, is required for medical reasons, or is associated with religious beliefs
- Departments may prohibit other items that violate infection control or other regulatory standards applicable to that department

2. For Areas Involving Direct Patient Care

- Footwear should be safe, supportive, clean, and non-noise producing; no open-toe shoes may be worn
- Hose, stockings, or socks must be worn
- Nail enhancements are not allowed while providing direct patient care; natural nails must be less than ¼ inch long; polish must not require soaking and must be easily removable with nail polish or acetone; nail polish must not have chipping or lifting.
- Hair must not block line of sight and must not touch the patient while providing care. Plastic headwear (barrettes, headbands, clips, etc.) and ponytail holders may be worn.

3. For Clerical or Business Positions Not Involving Patient Contact

- Business casual dress is appropriate for clerical and business employees. This includes belted pants and long or short sleeves, collared dress knit or sport shirt, skirts (see Section 1), slacks and blouses or sweaters. Hosiery may be optional, as determined by the manager based upon the degree of contact with the public.
- In work areas where nail polish can be worn, it must be in neat condition and not chipped.

4. Professional Dress

- Professional employees include executives, managers, supervisors, professionals, and support personnel who routinely work in administrative areas and/or who will have non-patient-care interactions with the public, community representatives, and other University officials.
- Employees required to wear professional dress attire need to present an appearance consistent with their daily activities that engenders a sense of confidence, trust, and that meets customer/patient expectations.
- In work areas where nail polish can be worn, it must be in neat condition and not chipped.

5. Uniforms/Safety Shoes

- If uniforms of a designated color with a Hospital-approved logo are required by UNM Hospital as a condition of employment, employees will be required to wear their uniforms on the job and assume full responsibility for their cleanliness and maintenance.
- If required uniforms are furnished by UNM Hospital, items will be replaced annually by UNM Hospital based on normal wear and tear. Where it is the practice to furnish and maintain aprons, smocks, or other apparel, such practice will be continued.
- If safety shoes are required and furnished by UNM Hospital, employees will be required to wear their safety shoes on the job and assume full responsibility for the maintenance of such shoes.
- Employees who are required to wear standardized uniforms/attire may wear an approved uniform jacket with a uniform top. Employees may wear a shirt or turtleneck underneath their uniform top that is complementary in appearance, including holiday prints during the

appropriate season. Undershirts with tattoo-appearing sleeves are prohibited.

6. Lobo Red and Teal Day Attire for Employees

UNM Hospital's payday Fridays are designated as Lobo Red and Teal Days. The intent of Lobo Red and Teal Day is to instill a sense of University pride while maintaining awareness and sensitivity to patients and customers.

On Lobo Red and Teal Days, employees who are required to wear uniform scrubs may wear the following Lobo apparel and accessories:

- Lobo shirts or turtlenecks underneath uniform scrubs
- Lobo lanyards

On Lobo Red and Teal Days, employees who are **not** required to wear uniform scrubs may wear the following Lobo apparel and accessories:

- Lobo shirts
- Lobo ties, scarves, suspenders, and accessories
- Lobo lanyards

7. Identification

- The employee identification badge must be displayed at the waist line or above at all times while on duty. Extraneous pins or decals are not to be placed on the front of the badge. Neither the employee's name nor the employee photo on the badge is to be obscured (refer to the HSC Identification Badge System Procedure).

8. Enforcement

- Supervisory/Management personnel are responsible for requiring employees in their unit/department to comply with the dress code and for counseling/disciplining employees who do not meet the requirements.
- Any employee who reports for work and is not in compliance with the guidelines set forth in this policy or in their department may be sent home to change or a lab coat or scrubs may be provided for the scheduled shift. Employees sent home to change for failure to comply with this policy will be placed on administrative leave and may be disciplined.

SUMMARY OF CHANGES

Section 1, fifth bullet point, adding text to end of second sentence stating, "...under OSHA's respiratory protection standard (29 CFR 1910.134), so no facial hair or stubble may exist along the sealing edges of the mask."

Section 6, changed former "Lobo Game Days" to now be "Lobo Red and Teal Days" and deleted former limitation to having such days during UNM's academic school year.

Supersedes HR 140 Professional Presentation & Appearance (Dress Code), 1/24/2022.

ATTACHMENT

Appendix A: Designated Days for Holiday Scrubs

Attachments

 [Appendix A: Designated Days for Holiday Scrubs](#)

Approval Signatures

Step Description

Approver

Date

Applicability

6. UNM Hospital, 9. UNM HSC Guest Access (Excludes Medical Group)

Standards

No standards are associated with this document



Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300
www.jrcert.org

POSITION STATEMENT ON BREAST IMAGING CLINICAL ROTATIONS

Adopted by the JRCERT Board of Directors (October 2021)

The JRCERT Board of Directors has received numerous inquiries to update and generalize the language in the Position Statement on Breast Imaging Clinical Rotations.

With regard to breast imaging, the JRCERT has determined programs must make every effort to place students in a breast imaging clinical rotation/procedure if requested and available. However, programs will not be expected to attempt to supersede clinical site policies that restrict breast imaging rotations/procedures to students. Students should be advised that placement in a breast imaging rotation is not guaranteed.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program's inability to place students in a breast imaging rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.

APPENDIX L: ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

UNM Radiologic Sciences Affirmation of Professional Conduct and Handbook Acknowledgement

Honor and integrity are predicated on a concept of human dignity, which is basic to the philosophy of the School of Medicine. Application to the UNM Radiologic Science Program commits the student to the essential nature of abiding by the Standards and Codes of Ethics of our professional societies and certification boards, the scholastic policies found in the UNM Pathfinder and this handbook, and the clinical policies in this handbook.

Radiologic Science students are expected to maintain the highest standards of honesty and integrity in academic and professional matters. This honor code rests on the integrity of each student acting with the greatest responsibility and respect for the rights, feelings, privacy and dignity of others.

As a student in the Radiologic Sciences program, please review the statement below and sign your agreement to this statement upon thorough review of this handbook.

Statement of Acknowledgement

"I have received or have access to the UNM Radiologic Sciences Student Policy Handbook. I have received, read, and been informed about the content, requirements, and expectations for participation in the Radiologic Sciences Programs, both shared expectations of our concentrations and the specific policies regarding my discipline of study. I have had the chance to ask any questions I may have about the Handbook and I understand that if I have questions about policies or requirements, at any time, I will consult with the Program Director or another faculty or staff member, as appropriate.

I agree to abide by the policies and requirements contained in the Handbook, including UNM policies found in the Pathfinder and any relevant regulatory policies governing the Radiologic Science professions. I will practice academic integrity in the didactic and/or clinical setting, and I understand that my failure to do so may result in adverse action, including my dismissal from the Radiologic Sciences Program.

My signature certifies that I have carefully read the UNM Radiologic Sciences Program policies described in the Student Policy Handbook, fully understand the content and policies, and agree to comply with all policies."

Signed:

Student Signature

Date

Print Name