



HOUSTON COMMUNITY COLLEGE  
**Coleman Center of Excellence**  
**Course Syllabus**

NMTT 2367 Practicum V Nuclear Medicine Technology  
CRN 17172,17173,17174 - Spring 2019  
Coleman Campus – Lecture Room 284 / 12:00 – 2:00 pm / Tuesday, Thursday  
Clinic/ 8:00 – 3:30pm /Monday, Wednesday, Friday  
2 Lecture / 24 External Hours / 3 Credit Hours/ 384 Contact Hours per semester  
16 weeks RT/ Face-to-Face Instruction/Web Enhanced

**Instructor contact information (number and email address)**  
Glenn Smith, BS, CNMT 713-718-7354 glenn.smith@hccs.edu  
Vikki D. Littleton, MBA, CNMT 713-718-7398 vikki.davislittleton@hccs.edu  
Pamela Alderman, MSRS, CNMT 972-860-4281 pamela.alderman@hccs.edu  
Rene Hyder, BS, CNMT 713-718-7354 rene.hyder@hccs.edu

**Office Location and Hours**  
Coleman College for Health Sciences- suite 526 Tuesday noon-4pm  
Brookhaven Community College – X3022E Friday 8:00 – 12pm

**Course Description:** Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.

**Course Prerequisite(s):** NMTT 2266 with a minimum grade of C or better

**Course Goal:** Prepare potential candidates for the Nuclear Medicine Technology.

**Course Student Learning Outcomes (SLO): 4 to 7**  
1. Apply the theory, concepts and skills involving specialized materials  
2. Apply the theory, concepts and skills involving tools and equipment  
3. Apply the theory, concepts and skills involving procedures  
4. Demonstrate legal and ethical behavior and safety practices"

**Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)**  
**Apply the theory, concepts and skills involving specialized materials**  
1. Accurately administer radiopharmaceuticals by the correct route of administration  
**Apply the theory, concepts and skills involving tools and equipment**  
1. Perform quality control procedures on cameras and dose calibrators.  
2. Construct and evaluate a freshman student on performing an instrumentation quality control procedure.  
**Apply the theory, concepts and skills involving procedures**  
1. Perform routine and non-routine diagnostic procedures available at the assigned clinical site.

**Demonstrate legal and ethical behavior and safety practices"**

1. Document studies completed and radiopharmaceutical usage as required by state regulatory requirements and program guidelines.
2. Correctly order radiopharmaceuticals for future studies in compliance with RAM license limits and specific clinical procedures

**SCANS** SCANS  
**and/or** **Apply the theory, concepts and skills involving specialized materials**  
**Core** Workplace Competencies - Resources -Allocates Money  
**Curriculum** **Apply the theory, concepts and skills involving tools and equipment**  
**m** Workplace Competencies - Resources -Allocates Human Resources Workplace  
**Competencies: If** Competencies - Interpersonal -Exercises Leadership **Apply the theory, concepts and**  
**applicable** **skills involving procedures Demonstrate legal and ethical behavior and safety**  
**practices"**

**Instructional Methods** NMTT 2367 is a required course for the Nuclear Medicine Technology Program.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge that will assist you in preparation for the nuclear medicine technology modeling good teaching strategies, and organizing and monitoring the field experience that allows you to connect the information that you learn in this course to the real world of this field.

As a student wanting to learn preparation material for the registry exam, it is your responsibility to read the textbook and procedure manual, submit assignments on the due dates, study for daily quizzes, participate in classroom activities, attend class, and enjoy yourself while experiencing the real world of education.

As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text and other assigned readings.

**Student Assignments** **Apply the theory, concepts and skills involving specialized materials**  
Discussions  
Projects  
**Apply the theory, concepts and skills involving tools and equipment**  
Discussions  
Projects: Freshman instrumentation project  
**Apply the theory, concepts and skills involving procedures**  
Discussions  
Projects  
**Demonstrate legal and ethical behavior and safety practices"**  
Discussions  
Projects

**Student Assessment(s)** **Apply the theory, concepts and skills involving specialized materials**  
Oral and written reviews and discussions  
Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay  
**Apply the theory, concepts and skills involving tools and equipment**  
Oral and written reviews and discussions  
Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

**Apply the theory, concepts and skills involving procedures**

Oral and written reviews and discussions

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

**Demonstrate legal and ethical behavior and safety practices**

Oral and written reviews and discussions

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, Short answer, brief essay

**Instructors** It is the responsibility of the student to maintain records of their progress in a practicum on the clinical forms listed below:

**Requirements**

**Accounting Form** which is filled out by the student and signed by the clinical instructor. This form is used to account for every procedure performed by a student during his/her rotation in a hospital.

**Reading Session Form** used to document physician's participation in reviewing studies with the students. This form is to be signed and dated by the reading physicians.

**The Semester Tally Form** is totaled each week by the student and keeps an ongoing count of the number of procedures and competencies that the student completes over their 5 semesters in the program.

**The Timesheet.** Students must sign in and out each day. The timesheet must remain at the clinical facility during the semester and will be turned with the final evaluation.

**The Student Project** - The student is required to instruct and evaluate a freshman student on an instrumentation project during this semester.

**Program/Discipline Behavior**

**Requirements: If applicable** Any unprofessional behavior will not be tolerated in the clinic setting and may lead to being removed from the clinic site. Unprofessional behavior, includes, but is not limited to: sleeping in clinic, cell phone usage, insufficient personnel hygiene, inappropriate language, excessive tardiness or leaving early.

Cell Phone: Cell phone must **not ring** in the clinical site. A cell phone may be in the possession of the student; but the student cannot answer the phone in the department or text. The student may obtain permission to leave the department, if the call is an emergency, to answer the call in an area where phones are permitted. A student may **NOT** text or be on social media in the department. Violation of these policies may result in removal from a clinical site and possibly dismissal from the program

**Class Attendance**

Any student who accumulates more than 12.5% or 48 hours in a clinic may be administratively withdrawn from the course without notification before the official drop date (**Please check the school calendar for official drop date**). However, if excessive absences occur after the drop date you will receive an "F" as the final grade.

All of the time missed will count off in grading, unless it is an excused absence. The point deduction for absences will be as follows: Clinic days - Monday, Wednesday and Friday point deductions will be counted off by increments of ½ day or 4hr periods. Lecture days – Tuesdays and Thursday point deductions will be counted off by increments of 2 hours periods (time length of class) Every ½ day clinic occurrence will receive a **0.5% deduction**. Every 2 hour lecture occurrence will receive a **0.5% deduction**. Attendance will be deducted from the final grade point average.

All time missed will count off in grading unless due to an **excused absence**. **They are allowed if the student has to appear in court, has a severe personal illness, accident, or death in the immediate family** (parent, child, brother, sister, spouse, or grandparent). In the event any of these occur, the student must call and speak personally with the instructor @ 713-718-7398 or the clinical coordinator @ 713-718-7355 on the day the absent occurs. The student must also call the clinical supervisor at the clinic and report the absence. The student must provide documented evidence of the reason for missing the clinic class, i.e.: a doctor's statement in the case of severe personal illness, the student's name and date on the court's documentation, an accident report in the case of an accident or an obituary or funeral program in the case of death in the immediate family. This documentation must be provided prior to the approval of the excused absence. The absence must not extend beyond the 12.5% of absences allowed in the course. If the student has missed over 12.5% of the class they will be administratively withdrawn from the class. If the student has missed less than 12.5% of the class the points will be deducted from the grade. **No Make-up days are allowed in clinic due to lack of clinic availability and due to new paperwork guidelines in clinic**. Proficiencies may not be completed after the end of the semester, except in instances where the clinical supervisor determines it to be a special circumstance. In the event any of these occurs, the student must call and speak personally or leave a message with the Ms. Vikki, Ms. Pam, or Mr. Smith on the day the absent occurs. The student must also call the **clinical supervisor** at the clinic and report the absence. The student must provide documented evidence of the reason for missing the clinic class, i.e.:

- a doctor's statement in the case of a **severe** personal illness
- the student's name and date on the court's documentation
- an accident report in the case of an accident
- An obituary or funeral program in the case of death in the immediate family to the instructor.

**\*\*\*If a student is absent from clinic and does not call, e-mail is not allowed, the clinical supervisor and Ms. Vikki or Mr. Smith, 5 points will be deducted from the final exam grade for each occurrence. There will be no make-up examinations.**

This course does include a final examination. The final examination must be taken on the day and time designated by the instructor unless there is a **severe** personal illness, accident, or death in the immediate family (parent, child, brother, sister, spouse, or grandparent). In the event any of these occur, the student must call and speak personally or leave a message for Ms. Vikki@ 713-718-7398 or Mr. Smith @

713-718-7354 on the day of the examination. The student must provide documented evidence of the reason for missing the examination, i.e.: a doctor's statement in the case of **severe** personal illness, an accident report in the case of an accident or an obituary or funeral program in the case of death in the immediate family. This documentation must be provided prior to taking a make-up exam. The make-up final must be taken within seven (7) working days from the original test date or at the discretion of the instructor. In the case of severe injury or long term illness, the student will be given an "I" for incomplete until the final examination is taken, **if they have not exceeded four absences**. An "I" will automatically turn into an "F" if the student does not take the examination by the end of the following term (excluding Summer), see the student handbook. If notification is not given, the student will be given a zero for the final examination grade and the final grade will be calculated as described above.

<b>HCC Grading Scale:</b>	A=100-90	4 points per semester hour
	B=89 -80	3 points per semester hour
	C=79-70	2 points per semester hour
	D=69 -60	1 point per semester hour
	F=59 and below	0 points per semester hour

IP (IProgress)

W(Withdrawn) 0 points per semester hour

I (Incomplete) 0 points per semester hour

AUD (Audit) 0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

See "Health Science Program/Discipline Requirements" for grading scale.

**Instructor Grading Criteria** Final grades will be submitted in terms of A, B, C and F.

A=90 -100

B= 80 - 89

C=74.5 - 79

D=74.4 - 61

F= Below 60

The final grade will be determined by averages described:

**Mock Registry** .....70%

**Clinical evaluation by clinical instructors/Student Project**.....20%

The student will be able to perform routine and non-routine diagnostic procedures to provide data for the detection or evaluation of various pathologic conditions using knowledge of patient preparation and procedures with at least 80% proficiency, using checklist evaluation forms. The student must successfully complete the minimum number of procedures for their assigned facility, as verified by proficiency check-off forms. Minimum being defined as 75% of the procedures on the facility's list and those performed independently or more than 4 times as supervised. The majority of the

proficiency check-off must be for studies, not just quality assurance and injections. If the student does not complete 75% of this minimum number of studies with 80% proficiency he or she will be given an "F" for the course. If a student only completes 75-80% of the proficiencies, the student will receive a "C" for the course. Above 80% the grade will be averaged as shown here.

**Quizzes/Notes/A & P Power-points**.....10%

Reading Sessions	Pass/Fail
Accounting/Tally Forms	Pass/Fail
Quizzes/Notes/AP Presentation	10%

If the Accounting Forms/Tally Forms are not turned in on the due date there will be a 1 point deduction for that week from the Midterm or Final Clinic Evaluations grade depending on the time of the semester. If the correct numbers of Reading Sessions are not completed by the end of the semester a 1 point deduction for each missing form will be deducted from the Final Clinic Evaluation grade.

**Attendance** .....

All of the time missed will count off in grading. The point deduction for Absences will be as follows:

**Clinic days** - Monday, Wednesday and Friday

Point deductions will be counted off by increments of ½ day or 4hr periods.

**Lecture days** – Tuesdays and Thursday

Point deductions will be counted off by increments of 2 hours periods (time length of class)

Every ½ day clinic occurrence will receive a **0.5% deduction**.

Every 2 hour lecture occurrence will receive a **0.5% deduction**.

*Attendance will be deducted from the final grade point average.*

**Records Maintained By the Student in Each Practicum**

It is the responsibility of the student to maintain records of their progress in a practicum on three types of forms.

The first is an **Accounting Form** which is filled out by the student and signed by the clinical instructor or supervising technologist. This form is used to account for every procedure performed by a student during his/her rotation in a hospital. These forms must be turned in to the Clinical Coordinator weekly. If accounting forms are not turned in weekly, 1 point per week for forms will be deducted from the mid-term or final exam, depending on the time of the semester. **Forms are due each Tuesday at noon.** Accounting forms are only checked in on Tuesdays.

The second form is a **Physician's Participation** form used during Reading Sessions. This form is to be signed and dated by the reading physician. There must be at least

three cases on the form to be considered complete, with on more than two normal studies. You should also not have more than two forms completed on any one day unless it is requested by the reading physician. **Eleven reading sessions** are required for this semester. These forms must be turned in bi-weekly. All forms must be turned in by the day of mid-term and final evaluations.

The third form is a **Timesheet**. Students must sign in and out each day. The timesheet must remain at the clinical facility. If a student is sent home because of no patients or other administrative reasons, the student should sign out for the correct time but the clinical supervisor must initial the time.

**The Semester Tally Form** is totaled each week by the student and keeps an ongoing count of the number of procedures and competencies that the student completes over their 5 semesters in the program. The student is required to enter the information from the accounting form onto the semester tally form weekly and upload onto Eagle-Online. This information will be checked weekly by the instructor. **If no form is received the student will receive a “fail”. A form turned in on time will receive a grade of “pass”. There will be a 1 point deduction from the midterm or final evaluation, depending on the time of the semester, for each late submission. Tally Forms are due Sunday at 11:55pm.**

### **Radiation Dosimetry Badges:**

Each student is expected to return their radiation dosimetry badges at the beginning of each month. If a student loses a badge, the following penalties will be imposed: First loss = 5 points off the final evaluation and must complete paperwork with program RSO; Second loss = 10 points off final evaluation, must complete paperwork and must donate 4 hours of clerical work to the program office.

### **Instruction Materials**

#### **HCC Policy Statement:**

**ADA**

**Academic Honesty**

**Student Attendance**

**3-peaters**

**Withdrawal Deadline**

Access Student Services Policies on their Web site:

<http://hccs.edu/district/students/student-handbook/>

### **Accommodations due to a qualified disability**

*HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to*

create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

## **HCC HCC Policy Statement:**

### **Discrimination, Sexual Harassment, Sexual Misconduct, Pregnancy and Parental Status**

HCC prohibits discrimination in its educational programs or activities on the basis of race, color, national origin, age, religion, disability, sex or gender-including pregnancy or parental status, gender identity, gender expression, sexual orientation, Veteran status or genetic information. Furthermore, HCC prohibits all forms of sexual misconduct, including but not limited to, sexual harassment, rape, sexual assault, sexual exploitation, domestic violence, interpersonal violence, dating violence and stalking.

HCC will comply with state and federal laws such Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment and Rights Act, and other similar laws that prohibit discrimination.

Any student that requires an academic accommodation due to pregnancy and pregnancy related conditions (*i.e.*, pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions) or parental status, should consult with an [Abilities Services Counselor](#) to initiate an academic accommodation request. An academic accommodation may include, but is not limited to, receiving a grade of an “I” (Incomplete) on a course, an official withdrawal from a course, voluntarily leave of absence from the program with a conditional return, or the opportunity to resume enrollment at a later time without being subjected to a new admission process.

Students may report an incident of discrimination, sexual misconduct, or discrimination based on pregnancy or parental status to the Title IX Coordinator listed below. Individuals may also report incidents [online](#) or to any [Title IX Contact](#).

Title IX Coordinator  
James David Cross, Director of EEO/Compliance  
Office of Institutional Equity  
3100 Main, Suite 702  
Houston, Texas 77002  
713.718.8271  
[Institutional.equity@hccs.edu](mailto:Institutional.equity@hccs.edu)



## **Basic Needs**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.

## **Campus Carry**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>

## **HCC Online and/or Continuing Education Policies**

Access HCC Online Policies on their Web site:

*All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website.*

The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

Access CE Policies on their Web site:

<http://www.hccs.edu/continuing-education/>

## **ADA STATEMENT:**

HCCS recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment. Specific policies have been established to enable students with documented disabilities who are otherwise qualified, to request accommodations which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973 and under the Americans with Disabilities Act of 1990.

Obtaining reasonable accommodations is an interactive process that begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services. The ADA Counselor for the Coleman College is located in room 101 of the Learning Success Center (LSC). The ADA Counselor may also be reached by phone at (713) 718-7376.

