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Advanced Medical Imaging Technology

**Department of Clinical and Health Information Sciences
College of Allied Health Sciences**

**Student Handbook
2026-2027**

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AMIT Program Faculty and Staff

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Nuclear Medicine Program Director

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HSB 155

513-558-7415 (office)

Stephanie Hug is an Assistant Professor - Educator and the Nuclear Medicine Program Director for the University of Cincinnati Advanced Medical Imaging Technology (AMIT) program. She has 18 years of clinical experience focused on the imaging fields of nuclear medicine, PET imaging, and sonography. Stephanie has over a decade of experience in focused clinical instruction and 4 years of experience in didactic education for post-secondary students. Additionally, she has assisted with research involving PET imaging in collaboration with UC Health and UC College of Medicine.

Whitney Bowen, MEd, CNMT, RT(MR)

Magnetic Resonance Imaging Program Director

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513-558-7415 (office)

Whitney Bowen is an Associate Professor - Educator and the MRI Program Director for the University of Cincinnati Advanced Medical Imaging Technology (AMIT) program. Whitney graduated from the AMIT program in 2010 and went on to complete her Master of Education at UC in 2017. She has 10 years of clinical experience focused on nuclear medicine and MRI. Previously Whitney was the clinical coordinator for both the MRI and Nuclear Medicine Programs with 14 years of didactic education experience. Students within her classroom and the AMIT Program will see a strong sense of community, be held to high standards of quality, and work collaboratively to grow as a student, individual and healthcare professional.

Bridgett Stricker, CNMT, RT (MR)

Advanced Medical Imaging Technology Clinical Coordinator and Adjunct Instructor

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HSB 156

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Bridgett Stricker is an adjunct instructor and the MRI and NM coordinator of clinical education for the University of Cincinnati Advanced Medical Imaging Technology (AMIT)

program. Bridgett is a UC graduate and completed the AMIT program in 2016. She has 11 years of clinical experience focused on the imaging field of nuclear medicine, and 4 years of experience focused on the imaging field of MRI. Throughout those years in clinical practice, Bridgett precepted students, providing direct supervision, mentorship, and hands-on clinical instruction.

Elizabeth Gilkey

AMIT Program Manager

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HSB 160

513-558-7415 (office)

Elizabeth joined the AMIT Team as their new program coordinator in early 2023 after being an elementary school teacher for five years. She received her B.A. in early childhood education from the University of Dayton in 2017. She taught fourth and fifth grade at Queen of Peace Elementary School before transitioning to higher education.

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AMIT Program Overview & History

The University of Cincinnati offers a Bachelor of Science degree in Advanced Medical Imaging Technology to meet the evolving demands of the marketplace and to provide maximum flexibility to today's healthcare students. After taking two years of general education courses, Advanced Medical Imaging Technology students enter the professional education curriculum. Students will combine classroom and clinical training to become competent in Magnetic Resonance Imaging and Nuclear Medicine Technology. Upon completion of the professional curriculum, graduates are eligible to sit for national board exams, a necessity in nearly all healthcare fields.

History

The Advanced Medical Imaging Technology (AMIT) Program was originally developed in 1964 as a Nuclear Medicine Technology Program and offered both an associate and baccalaureate degree. The baccalaureate degree in Nuclear Medicine Technology was the first in the nation of its type. In 1996, the program became a baccalaureate only, multi-credential, diagnostic medical imaging program. While several diagnostic imaging programs offer multi credentialing as an option for its students, AMIT is the first program that has multi credentialing as its academic focus. The first multi-credential students began their professional curriculum in 1999. In 2003, AMIT began to offer a Certificate to

provide an avenue for post-baccalaureate or post-associate healthcare students who were unwilling or unable to pursue a second baccalaureate or an advanced degree.

Magnetic Resonance Imaging Overview

Magnetic Resonance Imaging is a medical imaging specialty that utilizes magnetic fields and their properties in the diagnosis of disease and the analysis of human anatomy. Training in Magnetic Resonance Imaging is twelve consecutive months in duration and will be delivered through a combination of classroom lectures, labs, and clinical site placements. Students successfully completing the curriculum and earning a degree will have fulfilled requirements to sit for the nationally administered board examination.

Mission Statement - Magnetic Resonance Imaging

Consistent with the mission of the University, the Magnetic Resonance Imaging technology curriculum is dedicated to serving the professional education and experience-based learning needs of its students. It is the program's goal to supply each graduate with the necessary level of training and experience to adequately prepare for the national board examinations. All students who are dedicated to their studies and the betterment of humankind through medical imaging will find this a safe and inclusive environment for advancing their education.

Nuclear Medicine Technology Overview

Nuclear Medicine Technology is a medical specialty that utilizes radioactive isotopes in the diagnosis, characterization, and treatment of disease. Training in Nuclear Medicine Technology is twelve consecutive months in duration and will be delivered through a combination of classroom lectures, labs, and clinical site placements. Students successfully completing the curriculum will have fulfilled requirements to sit for the nationally administered board examination.

Mission Statement – Nuclear Medicine Technology

Consistent with the mission of the University, the Nuclear Medicine Technology curriculum is dedicated to serving the professional education and experience-based learning needs of its students, whether they are from Ohio, the region, the nation, or the world. All students who are dedicated to their studies and the betterment of humankind through medical imaging will find this a safe environment for advancing their education.

Program Accreditation Information

Magnetic Resonance Imaging Accreditation

Joint Review Committee on Education in Radiologic Technology (JRCERT)

JRCERT Contact Information

Address: 20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
Email: mail@jrcert.org

The JRCERT monitors performance measures of programs and makes this information available to the public. Successful completion of a JRCERT-accredited program assures you that you will be provided with the knowledge, skills, and professional values required for career success.

- The MRI Program is currently accredited by the JRCERT. The most recent accreditation renewal was in 2025, the program was awarded an 8-year accreditation and is due to renew again in 2033. General program accreditation information and the current accreditation award letter can be found here:
<https://www.jrcert.org/programs/university-of-cincinnati/>

For additional JRCERT program requirements, JRCERT standards, and contact information please visit the following webpage:

- <http://www.jrcert.org/programs-faculty/>
→ <https://www.jrcert.org/wp-content/uploads/2024/06/2021-Magnetic-Resonance-Standards.pdf> Program Accreditation Information

Nuclear Medicine Technology Accreditation

Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)

JRCNMT Contact Information

Address: 820 W. Danforth Rd., #B1
Edmond, OK 73003
Phone: (405) 285-0546
Fax: (405) 285-0579

Email: mail@jrcnmt.org The JRCNMT evaluates programs using nationally recognized standards, ensuring quality educational programs.

The AMIT Nuclear Medicine program is accredited by the JRCNMT, most recently for accreditation renewal in 2019. The program was awarded a seven-year accreditation award. The program underwent an accreditation site visit in June 2026 and results are pending board determination.

→ <http://www.jrcnmt.org/>

For additional JRCNMT program requirements & JRCNMT standards please visit the following webpage:

→ <http://www.jrcnmt.org/program-resources/standards-manuals/>

AMIT Professional Curriculum/Secondary Admission Process

Admission into the Professional Education component of the Advanced Medical Imaging Technology Program is a competitive process and not everyone meeting the minimum criteria for acceptance will be admitted. This admissions process applies to both baccalaureate and certificate seeking students. The number of clinical sites available from one year to the next is variable. Program officials will not know the number of available sites until summer semester. Although clinical site seats limit the AMIT program's ability to admit students, program faculty are under no obligation to accept a student into the professional curriculum simply because availabilities exist.

Currently, the following four criteria are considered by program officials when selecting applicants: quality of application, group project, Math & Science GPA, and overall GPA. The program is continuously reviewed and updated. As such, the program reserves the right to alter the selection criteria without warning in response to changing conditions.

1. Quality of application

- a. Preparation
 - i. Civic engagement
 - i. Observation/shadowing/first-hand knowledge of the disciplines
 - ii. Reliable transportation to/from clinical affiliates
- b. Evidence of good character
- c. Written communication

- i. Strict adherence to formal grammar, spelling, and punctuation is expected.

2. Overall GPA

- a. Breadth and comprehension of academic background
 - i. Transcripts for **ALL** previous collegiate work are submitted with the application. International students must have their transcripts evaluated for American equivalency through organizations such as WES or ICD.
- b. Minimum of 3.0 GPA starting in
 - i. A minimum overall GPA of 3.0 is required at time of application and must remain above a 3.0 through the summer semester prior to being admitted to the professional curriculum.

3. Math and Science GPA

- a. Comprehension of coursework directly related to professional studies.
 - i. All math and science courses taken to meet program requirements are considered.
 - ii. Math and science work completed in more advanced classes are considered if they are being used to meet program requirements.
- b. Minimum of 3.0 GPA
 - i. A minimum math and science GPA of 3.0 is required at time of application and must remain above a 3.0 through the summer semester prior to being admitted to the professional curriculum.

4. Specific course work will be completed by start of the clinical curriculum

- a. Coursework prerequisites can be found on our website.
- b. Student completing coursework internationally must have their transcripts evaluated for American equivalency through organizations such as WES or ICD.

5. Group Project

- a. Interpersonal interactions
 - i. Generally, about 6 – 10 applicants per group

★ ***Minimum overall GPA of 3.0 is required at time of application and must remain above 3.0 through the summer semester prior to being admitted to the professional curriculum.***

Application deadlines are established each year by the program but will most likely occur during the first week of January. Applicants will be asked to submit a variety of academic information while the application is open including any degree or certificate verification from any educational organization including the University of Cincinnati (if applicable) and ALL transcripts outside of the University of Cincinnati. Once the application closes for the year, the first three stages of application ranking commence. This is usually completed in early February. Only those students meeting the minimum criteria stated in the application will be invited to the final stage. The final stage will be completed in mid to late February with students being notified of the decisions in March. Unanticipated circumstances may extend these dates, and applicants will be notified when/if delays should occur. Communication between applicants and program officials will occur mainly via email, so applicants are urged to include an email address to check regularly on their application.

Direct Admission

The AMIT direct admissions program is currently being phased out. Students already in this pathway will be honored by the program. Students who have accepted a direct admissions placement can refer to their direct admissions letter for guidance on admission to the clinical years. Be advised: YOU MUST apply to the clinical years as described in your letter. Please see your academic advisor for more details.

If you do not qualify for direct admission, you can still gain entry into the clinical year by participating in a secondary application process during your second year.

International Student Admissions

AMIT International students are encouraged to contact the UC International Services Office (international.services@uc.edu) for advising related to your international questions. Please note that if you did not complete a degree program in the USA, you may be required to complete English fluency testing.

[Admission Requirements for International Transfer Students - transcript | University of Cincinnati](#)

Certificate Programs

The AMIT program offers two separate professional certificates: one in Magnetic

Resonance Imaging and the other in Nuclear Medicine Technology. Through a combination of classroom and clinical instruction, certificate students will be taught the specific skills needed for entry-level positions in their chosen modality. Certificate students participate in coursework alongside baccalaureate students. Each individual certificate is twelve full, consecutive months. Certificate students must apply by the same competitive admissions pathway as baccalaureate students and start in fall semester, completing the certificate at the end of the following summer semester.

There are **two** pathways to qualify for the certificate program:

1. Perspective certificate students with healthcare related experience

- a. Must have an associate's degree, baccalaureate preferred
- b. Must have 1 year of full-time clinical experience
- c. One semester of written communication
- d. One semester of college-level chemistry with lab
- e. One semester of college-level physics with lab (x-ray physics accepted)
- f. One semester of college-level mathematics of algebra or higher
- g. Two semesters of college-level anatomy and physiology with lab

**** All healthcare related courses will be assessed individually by program faculty to evaluate prerequisite credit completion.**

2. Perspective certificate students, no health-related experience

- a. Baccalaureate degree, science focus preferred
- b. One semester of written communication
- c. One semester of college-level chemistry with lab
- d. One college mathematics of algebra or higher
- e. One semester of pathophysiology
- f. Two semesters of college-level anatomy and physiology with lab.
- g. Two semesters of college-level physics with lab

All certificate students will submit transcripts directly to the program ahead of their application for a programmatic review. All courses required for this program must be completed with a C or better. International student must have their transcripts evaluated for American equivalency through organizations such as WES or ICD. Due to differences between certificate and baccalaureate programs within the university, certificate students may not be able to register for classes or obtain academic advising by the same pathways as baccalaureate students. Certificate students will register for classes with the AMIT program manager, Elizabeth Gilkey (gilkeyeh@ucmail.uc.edu).

AMIT Certificate students are eligible to apply for federal financial aid through the process of FAFSA. Most students will be required to complete additional documentation regarding the course requirements for the certificate through an appeals process. Please contact the UC Enrollment Service Office (enrollmentservices@ucmail.uc.edu) with financial aid questions. These requirements are under constant review and may be changed without notice. Please message the program directly for additional information or a transcript review.

Distance Learning

Distance learning students will attend didactic courses synchronously with in person students via zoom and attend clinicals in person in areas of distance from Cincinnati. There are no asynchronous options to complete didactic courses and no options for remote clinical for this program. Students will be expected to be on zoom, with their camera on to be counted as attending class. Distance learning students will be held to the same attendance standards as any other student. Attendance will be addressed later in this document.

The AMIT program is fully accredited by federal, state, the Nuclear Medicine Technology JRCNMT accreditation, and the Magnetic Resonance Imaging JRCERT accreditation for distance learning (DL) education. Distance learning education placements are determined during the program secondary admissions process. All applicants have the opportunity to select their on-campus or distance learning placement preference during the application process.

We are limited to DL regions within approximately 90-minute drive of the UC main campus per state authorization. Currently our distance learning opportunities include:

- Columbus, Ohio (limited placement) - MRI Only
- Lexington, Kentucky – Nuclear Medicine Only
- Louisville, Kentucky – MRI and Nuclear Medicine

Please refer to Appendix E for additional Distance Learning Essential Functions

Academic Coursework

Book requirements will be listed on course syllabi and maintained in Catalyst. This course is given in the hyflex model meaning each class meeting time will be given in person and via Zoom. Distance learners join synchronously with on campus learners via Zoom. This is a synchronous class, all students and the instructor meet and work on the course TOGETHER, at the same time. In person learners may be required to access communication technology for real time 2-way communication with distance learning peers.

Classes are also recorded to zoom, but technological failures happen so do not rely solely on recordings! At the beginning of the academic year, based on your program acceptance/clinical placement location, it is determined if a student will be an on-campus student or distance learning student. Only distance learning students are permitted to attend class via Zoom on a regular basis throughout this course. Designated on-campus students are expected to always attend class in-person. With that said, on-campus students who are sick or have zoom attendance approval, may attend class via zoom after notifying your instructor. Any on-campus students abusing the use of Zoom and failing to attend class in-person, are at risk of earning a lower grade by a reduction in the class participation score.

When attending class via Zoom, your camera must be on at all times to ensure proper attendance.

Nuclear Medicine Technology Curriculum

AMIT 4020: Anatomy, Physiology, and Pathology of Nuclear Medicine Technology I **(4 credit hour lecture)**

This is the first in a sequence of three courses discussing the anatomy, physiology, and pathology encountered and imaged in nuclear medicine. This course will provide an overview of radiation physics, instrumentation, radiation safety, radiopharmacy and radiation chemistry, as well as an introduction to nuclear medicine procedures. Musculoskeletal imaging will be the first of several body systems detailed in this series.

AMIT 4021: Anatomy, Physiology, and Pathology of Nuclear Medicine Technology II **(4 credit hour lecture)**

This is the second in a sequence of three courses discussing the anatomy, physiology, and pathology encountered and imaged in nuclear medicine. This course will discuss imaging of the respiratory, gastrointestinal, and genitourinary systems. Differentiating between normal and abnormal images and selection of imaging techniques based upon clinical questions are areas of emphasis.

AMIT 4022: Anatomy, Physiology, and Pathology of Nuclear Medicine Technology III

(4 credit hour lecture)

This is the third in a sequence of three courses discussing the anatomy, physiology, and pathology encountered in nuclear medicine. Differentiating between normal and abnormal images and selection of imaging techniques based upon clinical questions are areas of emphasis. Additionally, this course will review and revisit all Nuclear Medicine course work to date to prepare students to sit for the Nuclear Medicine Technology Certification Board (NMTCB) and/or the American Registry of Radiologic Technologist (ARRT) exams. Students should be prepared to take multiple mock exams in a variety of situations from in class to Honor lock. Students will also be asked to prepare themselves mentally for a stressful testing situation and develop techniques to cope with these stressors.

AMIT 4025: Radiobiology and Radiation Safety

(2 credit hour lecture)

Students will be instructed in the safe handling of radioactive materials and the associated regulatory requirements of state and federal authorities. Students will receive instruction on the effects of radiation exposure of different types and levels on the human body. Such knowledge of the potentially harmful effects of radiation, weighted against the benefits of its medical use, should help establish a proper attitude for the safe handling and use of radioactive materials.

AMIT 4026: Radiopharmacy

(2 credit hour lecture)

This course will be composed of faculty lectures and labs with support from our clinical affiliates. The didactic portion will familiarize students with the principles of radiopharmacy, radiopharmaceutical preparation and quality control, radiation measurement and monitoring, and the therapeutic use of radionuclides in medicine. The laboratory experience will involve the application of didactic topics.

AMIT 4027: Nuclear Cardiology

(2 credit hour lecture)

This course will provide a detailed curriculum in nuclear medicine cardiology. Students will learn the gross anatomy and physiology of the cardiovascular system and the factors that lead to various cardiac changes. This course will emphasize the imaging protocols, radiopharmaceuticals, and pharmacological stress agents needed to obtain high quality cardiac images. Students will learn to differentiate between normal and abnormal images and to identify imaging artifacts.

AMIT 4028: PET/CT and Fusion Imaging

(2 credit hour lecture)

This course will discuss the roles of the PET/CT scanner in diagnostic medical imaging. Course material will begin with PET/CT instrumentation and will evolve into quality control and calibration procedures. Diagnostic PET/CT imaging will be

introduced, and an emphasis will be placed on differentiating between normal and abnormal images and being able to identify imaging artifacts.

AMIT4030: Nuclear Medicine Physics and Instrumentation I
(3 credit hour lecture)

This is the first in a sequence of two courses that will discuss the fundamental principles of physics, mathematics, and instrumentation as applied to nuclear medicine. Topics include principles of radiation detection, radiation measuring instruments, atomic and nuclear structure, radioactive decay, interaction of radiation with matter, and the detection and registering of radiation events.

AMIT4031: Nuclear Medicine Physics and Instrumentation II
(3 credit hour lecture)

This is the second in a sequence of two courses that will discuss the fundamental principles of physics, mathematics, and instrumentation as applied to nuclear medicine. Topics include principles of radiation detection, radiation measuring instruments, atomic and nuclear structure, radioactive decay, interaction of radiation with matter, and the detection and registering of radiation events.

AMIT4033: Nuclear Medicine Technology Directed Practice I
(3 credit hour clinical education)

This is the first in a sequence of three courses that will stress practical laboratory experience at clinical sites. Nuclear medicine students will perform procedures under the direct supervision of clinical preceptors. Students will be responsible for completing required clinical hours and nuclear medicine competencies on a variety of scanners as they train in local hospitals and imaging centers.

AMIT4034: Nuclear Medicine Technology Directed Practice II
(4 credit hour clinical education)

This is the second in a sequence of three courses that will stress practical laboratory experience at clinical sites. Nuclear medicine students will perform procedures under the direct supervision of clinical preceptors. Students will be responsible for completing required clinical hours and nuclear medicine competencies on a variety of scanners as they train in local hospitals and imaging centers.

AMIT4035: Nuclear Medicine Technology Directed Practice III
(4 credit hour clinical education)

This is the third in a sequence of three courses that will stress practical laboratory experience at clinical sites. Nuclear medicine students will perform procedures under the direct supervision of clinical preceptors. Students will be responsible for completing required clinical hours and nuclear medicine competencies on a variety of scanners as they train in local hospitals and imaging centers.

Magnetic Resonance Imaging Technology Curriculum

AMIT 4003: MRI Safety

(2 credit hour lecture)

This course will review key safety aspects essential to Magnetic Resonance Imaging. This course will emphasize different magnetic fields used in MR scanning and key safety aspects of each, different types of MR scanners and field strengths, key safety aspects in MRI, risks, hazards and dangers related to the MRI environment, including pregnancy, use and risk of contrast agents, acoustic noise, as well as all possible risks associated with MRI examinations.

AMIT 4004: Diagnostic Magnetic Resonance Imaging I

(4 credit hour lecture)

This is the first in a sequence of three courses discussing the diagnostic uses of Magnetic Resonance Imaging. This course will emphasize the human central nervous system (brain and spine) anatomy as seen in multiple orthogonal planes. Distinctions between normal and abnormal with respect to anatomy and physiology will be determined.

AMIT 4005: Diagnostic Magnetic Resonance Imaging II

(4 credit hour lecture)

This is the second in a sequence of three courses discussing the diagnostic uses of Magnetic Resonance Imaging. This course will emphasize the human musculoskeletal system (upper and lower extremities) and the soft tissue of the neck as seen in multiple orthogonal planes. Distinctions between normal and abnormal with respect to anatomy and physiology will be determined.

AMIT 4006: Diagnostic Magnetic Resonance Imaging III

(4 credit hour lecture)

This is the third in a sequence of three courses discussing the diagnostic uses of Magnetic Resonance Imaging. This course will emphasize the human thorax, heart, abdomen, and pelvic anatomy as seen in multiple orthogonal planes. Distinctions between normal and abnormal with respect to anatomy and physiology will be determined.

AMIT 4007: MRI Physics and Instrumentation I

(3 credit hour lecture)

This course is the first in a sequence of three courses on Magnetic Resonance Imaging Physics and Instrumentation. This course will study the physical principles,

instrumentation, and concepts of MRI, including the study of MRI safety, patient screening and patient care issues associated with the function of the scanner.

AMIT 4008: MRI Physics and Instrumentation II
(3 credit hour lecture)

This course is the second in a sequence of three courses on Magnetic Resonance Imaging Physics and Instrumentation. This course will study T1 recovery and T2 decay, T1, T2 and proton density, image contrast, basic concepts of pulse sequences, encoding, k-space, data collection, Fourier Transform, signal-to-noise, contrast-to-noise, spatial resolution, and spin echo formation and pulse sequences.

AMIT 4009: MRI Physics and Instrumentation III
(3 credit hour lecture)

This course is the third in a sequence of three courses on Magnetic Resonance Imaging Physics and Instrumentation. This course will study gradients, gradient echo formation and pulse sequences, flow phenomena, time-of-flight, gradient moment nulling, image artifacts, MRA, diffusion, perfusion, functional MRI, MR Spectroscopy, and the mechanism, safety, and application of MR contrast agents and relaxivity.

AMIT 4011: Magnetic Resonance Imaging Directed Practice I
(3 credit hour clinical education)

This is the first in a sequence of three courses that will stress practical laboratory experience at clinical sites. MRI students will perform MRI examinations under the direct supervision of clinical preceptors. Students will be responsible for completing required clinical hours and MRI competencies on a variety of scanners as they train in local hospitals and imaging centers.

AMIT 4012: Magnetic Resonance Imaging Directed Practice II
(4 credit hour clinical education)

This is the second in a sequence of three courses that will stress practical laboratory experience at clinical sites. MRI students will perform MRI examinations under the direct supervision of clinical preceptors. Students will be responsible for completing required clinical hours and MRI competencies on a variety of scanners as they train in local hospitals and imaging centers.

AMIT 4013: Magnetic Resonance Imaging Directed Practice III
(4 credit hour clinical education)

This is the third in a sequence of three courses that will stress practical laboratory experience at clinical sites. MRI students will perform MRI examinations under the direct supervision of clinical preceptors. Students will be responsible for completing required clinical hours and MRI competencies on a variety of scanners as they train in local hospitals and imaging centers.

1st Year Students (Bachelor's degree & certificate students)

AMIT 2021: Survey of Medical Imaging

(2 credit hour lecture)

This course introduces the student to the principles and practices of the medical imaging modalities comprising medical imaging. Areas of study will include radiography and their subspecialties, magnetic resonance imaging, nuclear medicine, and ultrasound. The uses of each modality along with their relative strengths and weaknesses will be explored. The training and professional expectations of those performing and interpreting the images will be discussed.

AMIT 2098: Ethical and Legal Issues in Medical Imaging

(3 credit hour lecture)

Medical imaging students enrolled in this course will explore the theoretical and practical aspects of medical ethics and law in the area of healthcare education and practice. This is an applied ethics course specific to the field of medical imaging. Through this course, students will integrate general content knowledge on value development and ethical frameworks and theoretical application through classroom-based problem-based learning (PBL) activities. Through peer collaboration and PBL activities, students will then use ethical theoretical frameworks to develop a potential solution to an identified challenge and write a proposal to remedy the area of improvement they observed in the community. At the end of this course, students will have an enhanced ability to critically think about ethical decision-making in patient care, as well as experience in identifying and developing ethical solutions in their community.

AMIT 3015: Human Sectional Anatomy

(3 credit hour lecture)

This course is a survey of human anatomy in all sectional planes. Medical images from CT, MRI, PET, and SPECT may be used to supplement the textbook. Students will be expected to use proper anatomical nomenclature with respect to body structures. This course will emphasize differentiating between normal and abnormal anatomical structures.

AMIT 3020: AMIT Orientation and Patient Care Techniques
(1 credit hour lecture & 1 credit hour lab)

This is an introductory course for AMIT students who are entering the professional curriculum. Students will be introduced to workplace ethics, venipuncture, blood pressure monitoring, infection control, ECG monitoring, and proper body mechanics. This course is required for all students entering the AMIT professional curriculum.

AMIT 3021: Medical Imaging Informatics
(2 credit hour lecture)

This is an elective course designed for AMIT students enrolled in the professional curriculum. This course will build off clinical and didactic course work to focus on computer and network systems needed in medical imaging. Topics include network fundamentals, workflow, user interface, safety, and security, Picture Archival and Communication Systems (PACS), and electronic medical record (EMR) systems. This course is given in the summer, fully online. It provides a pathway for students to maintain full time enrollment in addition to expanded knowledge of healthcare informatics.

2nd Year Students (Bachelor's degree students only)

AMIT 4090: Medical Imaging Research Methods
(3 credit hour lecture)

This is the first course in a sequence of three courses housing the senior capstone experience. During this first course, students are introduced to qualitative and quantitative research methods, basic statistical analysis and interpretation, and institutional research policies.

AMIT 4091: AMIT Capstone
(2 credit hour lecture)

This is the second course in a sequence of three courses. This course is the primary AMIT Senior Capstone experience. Students will explore the intricacies of institutional review boards and encounter the style manuals of different publishers in the medical imaging community. Students will develop their literature review into a presentation that will be given at the College's annual PRAISE Conference.

AMIT 4092: Medical Imaging Review
(1 credit hour lecture)

This is the third course in a sequence of three courses housing the senior capstone experience. This course will emphasize professional service to the medical imaging community. Students will prepare their literature review according to the style manuals of selected peer-reviewed journals. Students will be guided through professional service opportunities for new graduates. They will begin their professional service by writing a series of board examination questions suitable for their respective modalities. Students will be asked to prepare resumes and will be counseled on job search methods.

****Courses are evaluated throughout the year, and changes may take place in the curriculum. AMIT program faculty reserve the right to make the curricular changes they deem necessary.***

Clinical Affiliates

Nuclear Medicine Clinical Affiliations

JRCNMT Approved Clinical Sites	Address	Website
Baptist Health Lexington (DL placement – Lexington, KY)	Baptist Health Hamburg 3000 Baptist Health Blvd Lexington, KY 40509	Baptist Health Hamburg https://www.baptisthealth.com/locations/baptist-health-hamburg
	Baptist Health Lexington 1740 Nicholasville Rd Lexington, KY 40503	Baptist Health Lexington https://www.baptisthealth.com/lexington/
Bethesda North Hospital	10500 Montgomery Road Cincinnati, OH 45242	http://www.trihealth.com/hospitals-and-practices/bethesda-north-hospital/

Children's Hospital Medical Center	3333 Burnet Avenue Cincinnati, OH 45229	http://www.cincinnatichildrens.org/
The Christ Hospital	2139 Auburn Avenue, Cincinnati, OH 45219	http://www.thechristhospital.com/
Good Samaritan Hospital	375 Dixmyth Avenue Cincinnati, OH 45220	http://www.trihealth.com/hospitals-and-practices/good-samaritan-hospital/
Kettering Health Hamilton (Fort Hamilton Hospital)	630 Eaton Avenue Hamilton, OH 45013	http://www.ketteringhealth.org/forthamilton/
Mercy Health Partners (Anderson, Clermont, Fairfield)	Mercy Health Anderson 7500 State Road Cincinnati, OH 45255	Mercy Health Anderson https://www.mercy.com/locations/hospitals/cincinnati/mercy-health-anderson-hospital
	Mercy Health Clermont 3000 Hospital Road Batavia, OH 45103	Mercy Health Clermont https://www.mercy.com/locations/hospitals/cincinnati/mercy-health-clermont-hospital
	Mercy Health Fairfield 3000 Mack Road Fairfield, OH 45014	Mercy Health Fairfield https://www.mercy.com/locations/hospitals/cincinnati/mercy-health-fairfield-hospital
Norton Healthcare (DL placement - Louisville, Kentucky)	Norton Brownsboro 4960 Norton Healthcare Boulevard Louisville, KY 40241	Norton Brownsboro https://nortonhealthcare.com/location/loc0000191698/

	Norton Downtown 200 East Chestnut Street Louisville, OH 40202	Norton Downtown https://nortonhealthcare.com/location/loc0000192062/
St. Elizabeth Medical Center (Dearborn, Edgewood, Florence, Fort Thomas)	St. Elizabeth Dearborn 600 Wilson Creek Road Lawrenceburg, IN 47025 St Elizabeth Edgewood 1 Medical Village Drive Edgewood, KY 41017 St Elizabeth Florence 4900 Houston Road Florence, KY 41042 St Elizabeth Ft Thomas 85 North Grand Avenue Ft Thomas, KY 41075	http://www.stelizabeth.com/
University of Cincinnati Medical Center	3188 Bellevue Ave, Cincinnati, OH 45219	http://universityhospital.uchealth.com/
UC Health West Chester	7700 University Drive West Chester, OH 45069	http://uchealth.com/westchesterhospital/
UC Radiation Safety	231 Albert Sabin Way	https://research.uc.edu/support/offices/radsafety

	Cincinnati, OH 45267-0591	
University of Kentucky Albert B. Chandler Hospital (DL placement – Lexington, KY)	800 Rose St, Lexington, KY 40508	https://ukhealthcare.uky.edu/
VA Medical Center Cincinnati	3200 Vine Street Cincinnati, OH 45220-2213	https://www.va.gov/cincinnati-health-care/locations/cincinnati-v-a-medical-center/

MRI Clinical Affiliations

JRCERT Approved Clinical Sites	Address	Website
Beacon Orthopedics	Beacon Anderson 463 Ohio Pike Cincinnati, OH 45255 Beacon Summit Woods 500 E Business Way Sharonville, OH 45241	Beacon Anderson https://www.beaconortho.com/location/anderson-beechmont/ Beacon Summit Woods https://www.beaconortho.com/location/summit-woods/
Cincinnati Children's Hospital Medical Center	3333 Burnet Avenue, Cincinnati, OH 45229	http://www.cincinnatichildrens.org/
Cincinnati Children's Hospital Medical Center –	7777 Yankee Road, Liberty Township, OH 45044	https://www.cincinnatichildrens.org/locations/liberty

Liberty Campus		
The Christ Hospital	2139 Auburn Avenue, Cincinnati, OH 45219	http://www.thechristhospital.com/
Dayton Children's Hospital	1 Childrens Plaza, Dayton, OH 45404	https://www.childrensdayton.org/
Kettering Health Hamilton (Fort Hamilton Hospital)	630 Eaton Avenue, Hamilton, OH 45013	http://www.ketteringhealth.org/forthamilton/
Good Samaritan Outpatient Center Glenway	6350 Glenway Avenue, Cincinnati, OH 45211	https://www.trihealth.com/hospitals-and-practices/good-samaritan-outpatient-center-glenway/
Good Samaritan Western Ridge	6949 Good Samaritan Drive, Cincinnati, OH 45247	https://www.trihealth.com/hospitals-and-practices/good-samaritan-western-ridge/
Mercy Health Partners (Anderson, Clermont, Fairfield, Jewish, West)	Anderson 7500 State Road, Cincinnati, OH 45255 Clermont 3000 Hospital Road, Batavia, OH 45103 Fairfield 3000 Mack Road, OH 45014 Jewish	Anderson https://www.mercy.com/locations/hospitals/cincinnati/mercy-health-anderson-hospital Clermont https://www.mercy.com/locations/hospitals/cincinnati/mercy-health-clermont-hospital Fairfield https://www.mercy.com/locations/hospitals/cincinnati/mercy-health-fairfield-hospital Jewish

	4777 East Galbraith Road, Cincinnati, OH 45236 West 3300 Mercy Health Blvd. Cincinnati, Ohio 45211	https://www.mercy.com/locations/hospitals/cincinnati/the-jewish-hospital-mercy-health West https://www.mercy.com/locations/hospitals/cincinnati/mercy-health-west-hospital
<u>Nationwide Children's</u> (DL placement - Columbus, Ohio)	700 Children's Drive Columbus, OH 43205	https://nchdrdev.wpenginepowered.com/#hero
<u>Norton Healthcare</u> (DL placement – Louisville, KY)	Norton Brownsboro 4960 Norton Healthcare Blvd, Louisville, KY 40241	https://nortonhealthcare.com/location/loc0000191727/
ProScan Imaging (Eastgate, Liberty, Midtown, Paycor Stadium, Tri-County, Vandalia, Westside)	ProScan Eastgate 4440 Glen Este-Withamsville Rd, Suite 1100 Cincinnati, OH, 45245 ProScan Liberty 7003 Loomis Lane Liberty Township OH 45069 ProScan Midtown 5400 Kennedy Ave. Cincinnati, Ohio, 45213	ProScan Eastgate https://proscan.com/locations/eastgate/ ProScan Liberty https://proscan.com/locations/liberty-township/ ProScan Midtown https://proscan.com/locations/midtown/

	ProScan Paycor Stadium Six Paul Brown Stadium Cincinnati, OH, 45202 ProScan Tri County 11596 Springfield Pike Cincinnati, OH, 45246 ProScan Vandalia 810 Falls Creek Drive, Suite A Vandalia, Ohio, 45377 ProScan Westside 6125 Harrison Avenue, Suite A, Cincinnati, OH 45247	ProScan Paycor Stadium https://proscan.com/locations/cincinnati-stadium/ Driving Direction Address: 358 W Pete Rose Way, Gate #2 Cincinnati, OH, 45202 ProScan Tri County https://proscan.com/locations/tri-county/ ProScan Vandalia https://proscan.com/locations/vandalia/ ProScan Westside https://proscan.com/locations/cincinnati-west/
St. Elizabeth Medical Center (Dearborn, Edgewood, Florence, Fort Thomas)	St. Elizabeth Dearborn 600 Wilson Creek Road, Lawrenceburg, IN 47025 St Elizabeth Edgewood 1 Medical Village Drive, Edgewood, KY 41017	https://www.stelizabeth.com/care/

	St Elizabeth Florence 4900 Houston Road, Florence, KY 41042 St Elizabeth Ft Thomas 85 North Grand Avenue, Ft Thomas, KY 41075	
Tri-Health Beechmont Anderson	7777 Beechmont Avenue, Cincinnati, OH 45255	https://www.trihealth.com/hospitals-and-practices/trihealth-beechmont-anderson/
Tri-Health Bethesda Arrow Springs	100 Arrow Springs Blvd., Lebanon, OH 45036	http://www.trihealth.com/hospitals-and-practices/bethesda-arrow-springs/
Tri-Health Bethesda North Hospital	10500 Montgomery Road, Cincinnati, OH 45242	http://www.trihealth.com/hospitals-and-practices/bethesda-north-hospital/
Tri-Health - Good Samaritan Hospital	375 Dixmyth Avenue, Cincinnati, OH 45220	http://www.trihealth.com/hospitals-and-practices/good-samaritan-hospital/
Tri-Health - Kenwood	8240 Northcreek Drive, Cincinnati, OH 45236	https://www.trihealth.com/hospitals-and-practices/trihealth-kenwood/
University of Cincinnati Medical Center	3188 Bellevue Ave, Cincinnati, OH 45219	http://universityhospital.uchealth.com/

UC Health West Chester	7700 University Drive, West Chester, OH 45069	http://uchealth.com/westchesterhospital/
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**This is a listing of the current clinical affiliates of the Advanced Medical Imaging Technology Program. Students will not rotate to every clinical site. The amount of time spent at each rotation may vary between individual sites. Site start times may vary between individual sites. Not all modalities go to every clinical site.*

AMIT Program Policies

Professional Behavior

Professional Conduct is expected and required at all times in the AMIT program. Unprofessional conduct includes, but is not limited to: the use of profane, vulgar or rude language in the classroom, clinical affiliates, teaching laboratory, discussion boards, office hours, telephone conversations and/or in emails; disrespectful behavior or inappropriate comments of any type aimed toward other students, program faculty/staff, patients or clinical site employees; cheating and/or dishonesty; unethical behavior; unsafe practices during clinical experiences; and/or violation of Program, College, or University policies.

Clinical affiliates may impose specific rules for their site. Students are expected to follow all clinical guidelines at their site. Violation of clinical specific rules may result in disciplinary action, including dismissal from the AMIT program. Clinical affiliates including preceptors and management are in contact with program staff in any matter relating to student behavior in the clinical context.

Citing unprofessional conduct is at the discretion of the clinical preceptors, course faculty including the clinical coordinator and/or the Program Director. Unprofessional conduct will result in a conference between the students involved, and relevant faculty and/or clinical partners. Incidences of unprofessional conduct will result in sanctions as university student misconduct and may result in dismissal from the program.

Repeated or serious incidences of unprofessional conduct will result in disciplinary action as outlined by the university and college student misconduct policies. Repeated or serious

incidents of unprofessional conduct may result in expulsion from the program, college, or university.

English Language Fluency

Students enrolled in any pathway of the AMIT program must demonstrate fluency in English, including proficient reading, writing, and verbal communication skills. English language proficiency is essential effective communication with faculty, clinical preceptors, and patients that students will encounter in this program. Failure to meet these proficiency standards may result in the student's inability to complete this program. The university requires some students to take an English fluency standardized test. Full details of the university policy can be found below.

[Admission Requirements for International Transfer Students - transcript | University of Cincinnati](#)

Program Director/High Ranking Staff Departure Policy

The Academic Unit Head for Clinical & Health Information Sciences will immediately put a qualified individual in the role of interim program director. These individuals would be from existing faculty in the AMIT program who are appropriately credentialed as well as adjunct faculty who have appropriate qualifications per our appointment guidelines. A nationwide, competitive search would commence involving the College of Allied Health Sciences Dean, Associate Dean, Unit Head, other Directors in the AMIT program and Human Resources. The University of Cincinnati Human Resources department would support efforts to onboard an individual quickly once identified by the search.

To ensure the stability, operational continuity, and quality of the Advanced Medical Imaging Technology program in the event of the sudden departure or extended absence of a Program Director the following plan has been implemented by the AMIT faculty in collaboration with the academic unit head and College Dean's office.

Implementation date: January 2026

Next Review: Summer 2027

Signatures:

This plan will be enacted by the Academic Unit Head for the Clinical and Health Information Sciences Department with the support of remaining program director(s) and

clinical coordinator(s) when any program director is suddenly absent for greater than 2 class days with no expected return date or suddenly vacates their position. A qualified individual from our current faculty will be assigned the role of interim program director. This individual will communicate the change to the students, JRCNMT, clinical affiliates and certification boards. Next, courses will be reallocated to existing faculty as well as our adjunct faculty pool. Efforts are made to recruit adjunct faculty who would qualify to teach multiple courses in AMIT to fill gaps for any reason. At a minimum, we will have 3 adjunct faculty in our pool. This department utilizes Teams. The program directors and other program faculty routinely save documents into the “AMIT Team”. The interim program director should already have access to this drive but will be added in this event. A folder will be created in this Teams location to house documentation of the plans implementation including meeting minutes between academic unit head and existing AMIT faculty. The program manager and IDATS team will be able to assist in Teams file and Canvas access for program faculty and adjuncts. In order to permanently replace a program director, a nationwide, competitive search would commence. The rules of such a search are given by the University Provost office and the collective bargaining agreement between the University and the American Association of University Professors (AAUP). Efforts would be made to on board a permanent replacement as soon as possible once identified by the search.

AMIT Program Clock to Credit Hour Policy

Lecture Courses

The Advanced Medical Imaging Technology Program follows the state of Ohio guidelines for didactic lecture courses. A semester credit hour is earned for a minimum of 750 total instructional minutes of classroom instruction, with a normal expectation of at least two (or three hours for two sessions-a week classes) of outside study (homework, reading assignments, preparation for class) for each class session (meeting time). The full definition can be found by following this link.

[Credit Hour Definition - About UC | University of Cincinnati](#)

Laboratory Courses

1 credit hour = 170min/week/credit hour

Clinical Education Courses

1 credit hour = 360min/week/credit hour

AMIT Grading Policy

Grades are submitted each semester. Professional courses will follow the AMIT grading scale listed in this policy. course specific grading policies will be detailed o the specific course syllabus. Course instructors will make every attempt to maintain grades in Canvas.

This program follows the university provisions for issuing grades of incomplete (I). The university policy states that if a “student completed course work that is of passing quality and has had a hardship making completion of the remaining course work within the term timeline an additional hardship at the instructor's discretion, a grade of incomplete (I) can be issued. However, due to the cumulative nature of AMIT professional courses, any grade of "I" received for any professional curriculum course must be remedied before the end of the following semester. Students with a grade of I at the end of summer semester will not be allowed to sit for board exams, or progress to the next modality of study or graduation, until the grade is a C or better. Unresolved grades of "I" will be converted to "F" and the student will be dismissed from the AMIT program. Additionally, students must complete all professional curriculum courses with a C or better. Final grades below a C will result in dismissal from the program.

Should a student feel or notice that an incorrect grade was given, they should consult the faculty member giving the grade immediately. Should it turn out that the grade is incorrect, the instructor will submit a change of grade. However, if a student fails to bring the incorrect grade to the attention of the instructor before the end of the following semester, the grade will NOT be changed regardless of whether it is correct or not.

AMIT Professional Curriculum Grading Scale

Letter Grade	Grade Percentage (%)
A	95.0 to 100%
A-	93.0 to less than 95.0%
B+	88.0 to less than 93.0%
B	85.0 to less than 88.0%
B-	83.0 to less than 85.0%
C+	78.0 to less than 83.0%
C	75.0 to less than 78.0%
C-	73.0 to less than 75.0%

D+	68.0 to less than 73.0%
D	65.0 to less than 68%
D-	63.0 to less than 65.0%
F	Less than 63% or failure to complete course activities

HIPAA Policy

Health Insurance Portability and Accountability Act (HIPAA) is a 1996 federal law that requires U.S. healthcare providers, insurers, and related organizations such as this educational program, to safeguard sensitive patient medical data. Sensitive patient data includes any health information including but not limited to medical images, chart notes, imaging reports, laboratory testing reports, etc. Therefore, Students are not to discuss personally identifiable patient data with anyone not directly involved with the patient's care. All students must complete HIPAA compliance training for the university AND their assigned clinical sites. This may require students to complete multiple, similar HIPAA training modules. Any student found not complying with HIPAA regulations could result in being removed from their clinical site and/or the AMIT program. HIPAA applies to all classroom assignments and case studies as well as clinical activities. Patient information and images must remain anonymous when being used by students for assignments.

Required trainings

- University of Cincinnati HIPAA training and additional HIPAA trainings as required by clinical affiliates.
- All students will be required to attend annual Blood Borne Pathogens training. This training is provided by the university. Its date and time will be provided to you by program staff during fall semester.
- All students must maintain CPR certification with an accredited organization for the duration of the AMIT professional curriculum. This must be documented to clinical affiliates and AMIT staff. It is the responsibility of the students to have and maintain this certification.
- All nuclear medicine students must attend several radiation safety trainings mandated by the Radiation Safety Office for the University of Cincinnati. All applicable training is coordinated by AMIT faculty and are offered free to students. Students will be informed of days and times of these trainings at the beginning of fall semester.

Insurance Coverage Policy

All AMIT students must follow the University of Cincinnati requirements and carry personal health insurance. In the event of a personal injury, on campus or at clinical site affiliates, students are required to use their health insurance and are responsible for all costs associated with the treatment of their injury. Students may be required to provide personal health insurance verification to clinical affiliates.

All AMIT students are covered under the University of Cincinnati's professional insurance policy. Policy information is given to clinical sites upon request and annually. In the event that a student needs a copy of our program professional insurance policy, please see the program clinical coordinator.

Drugs and Alcohol Policy

Tobacco-free campuses – includes all clinical affiliates

Effective May 1, 2017, smoking and tobacco use (including chewing tobacco and electronic cigarettes) shall be prohibited by students, staff, faculty, visitors, vendors, and contractors at all times in or on University of Cincinnati Properties, including events on university property during non-school hours, including but not limited to the following: all facilities owned or leased by the University of Cincinnati as well as the grounds of any property owned or leased by the university. This includes all shelters, indoor and outdoor theaters and athletic facilities, bridges, walkways, sidewalks, residence halls, parking lots, and street parking and garages owned by the university. Please note this also prohibits smoking inside personal vehicles parked on university property as well as any vehicles owned, operated, or leased by the University of Cincinnati. Please note that certain local employers may require a potential job candidate to be nicotine free.

CPR Certification

All AMIT students must have valid CPR certification for clinical rotation compliance. Certification may be completed during the program scheduled CPR training or independently through the American Red Cross, American Heart Association or other healthcare facility. Certification must include basic life support with CPR and AED training for adults, children, and infants. Should a student's CPR certification expire at any time

during the AMIT program it is the student's responsibility to renew their certification to continue their clinical rotations.

Drug Screening

Drug screenings are required annually.

Once admitted, all students will be required to submit a drug screening.

All AMIT students must complete a 12-panel drug screening and obtain a clearance letter prior to their first clinical experience. This must occur between Aug. 10th and August 28th of each clinical year. Some clinical affiliates require more specific screening. Information concerning these specific instances will be given to students at the appropriate time. The AMIT Program and/or clinical affiliates have the right to request additional drug screening from students at their discretion. Students who do not comply may be dismissed from the program. If you are concerned about this requirement, please contact the Clinical Coordinator or Program Director to discuss this further.

Immunization Requirements & Bearcats Health App

This must be started by August 15th of each clinical year, ideally much sooner. All immunizations, titers and TB testing must be complete or in progress prior to beginning your clinical rotations.

Please click this link to see the University of Cincinnati Vaccine Requirement deadlines

- **Step 1:** Review below to see which immunizations you are required to have. If you have questions on immunizations or the policy, please contact UHS at UHSTracking@ucmail.uc.edu.

- **Step 2:** Go to Bearcats Health App and use your UC username and password to access your account.

- **Step 3:** Once in the Bearcats Health App system, download and print the standardized immunization form from their site (this can also be found on below). You must use this form; no other forms will be accepted by the system. DO NOT attach outside documents to your form.

- **Step 4:** You can get the required immunizations through your medical provider or University Health Services (513-556-2564). Have your medical provider complete, sign, and stamp the form.
- **Step 5:** Upload your completed form through your Bearcats Health App online account. You will be notified within your account dashboard if you are missing items, or if you are fully compliant

All incoming undergraduate, graduate and professional students attending main campus, UC Blue Ash, and UC Clermont must comply with this policy. Please see below to learn which immunizations are required for you:

- Health Sciences Programs

Immunization Forms

Immunization Requirements | University Health Services

- *This standardized immunization form is the only document that will be accepted by Bearcats Health app. DO NOT include any outside documents, they will be rejected by the system.

Health Sciences Exemption Form

- **Exemption Form (PDF)** : This form is for Health Sciences programs* only. If you have questions, please email education@uchealth.com.
 - **Health Science Students in distance learning programs needing exemptions should apply for an exemption through their clinical site or program coordinator.*

Security Clearance/Background Check

Once admitted, all students will be required to submit background checks (state, federal, fingerprinting, and other national searches).

Comprehensive background checks **must be completed yearly** for all AMIT students prior to their first clinical experience. This must occur between Aug. 10th and August 28th of each clinical year. Clinical sites reserve the right to decline clinical positions to any

student who fails to meet their expectation of conduct. If two sites decline a student, the student may not be able to complete the clinical experience and program. If you are concerned regarding this requirement, please contact the Clinical Coordinator or Program Director to discuss this further.

Board Examination Ethics Review

Previous convictions may prevent an individual from board exam eligibility. If you have a previous conviction or charge on your record, you are advised to complete the pre-application review before applying to this program, and prior to registering for exams. Educational programs are unable to perform these eligibility checks and cannot affect the outcome of an eligibility check performed by the registry authorities. Each registry organization has a different review process; please see the links below:

Nuclear Medicine – <http://www.nmtcb.org/policies/preappreview.php>

MRI – <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication>

If you even remotely think there may be difficulties with any components of the ethics review, please set a time to discuss the matter with AMIT faculty as soon as possible. Board exam ethical review applications must be completed in the Fall semester for exam eligibility consideration.

General Attendance

All students are given 1 day of class time and 16 hours of clinical time (personal hours) for use to cover absence. More details are available in the didactic and clinic time sections of this handbook and in individual course syllabi.

Absence Policy – Vacation or Personal Time

We highly discourage students from taking vacations or personal leave during regularly scheduled class/clinical days during the professional curriculum component of this program. The university offers very generous breaks and holidays with the expectation that you will use these times for non-emergency doctor appointments, vacation, or personal business. This is an intense program where students are not able to grade replace or

repeat courses. You must successfully complete each course with a C or better, in sequence to maintain your placement. Thus, each day of class and clinical is crucial to your progression and ultimate success.

We consider any absence over your allotted personal time to be extended. Students may request extra time off, but this must be done in writing. Students will notify the applicable AMIT program director and/or clinical coordinator. Students will include the purpose of their proposed absence, the exact time period of their absence, and their proposed location during the absence. Program officials will consider requests on a case-by-case basis.

Leave of Absence Policy for Federally Protected Activities

This category includes documented cases of military duty, jury duty, other legal obligations, bereavement, pregnancy, personal illness, or care of a dependent. Students needing an extended leave of absence will need to inform the AMIT program director and clinical coordinator in writing if such absence will be more than 2 days. Extended medical absences for more than 2 days will require medical provider verification that you are able to return to class and/or clinical rotations. Again, we expect students to schedule appointments and care outside of classroom and clinical hours when appropriate and possible. Didactic course work will likely be allowed through distance learning at the discretion of faculty; however, our accrediting bodies require a specific amount of clinical time to successfully complete professional curricula. All efforts will be made to allow students to make up clinical time, but on time program progression and clinical site availability cannot be guaranteed. Students will be allowed to progress once all didactic requirements have been met within a modality, but we cannot allow students to progress to a subsequent modality or complete their current modality (or certificate) until all didactic and clinical requirements are met. For true, documented, covered reasons, the program will make every effort available to it to get students back on track.

Didactic Education Policies

Didactic Attendance and Participation Policy

All students are given 1 day of class time as an excused absence. Students are expected to actively participate in all courses in person and in the Canvas learning environment. Students will also complete all assignments by their established due dates. Infrequent and inconsistent participation and work completion will reduce the benefits obtained from the

course and lead to a lower grade. See individual course syllabi regarding didactic attendance policies, student accessibility and religious accommodations.

Severe weather – Didactic Course Policy

When inclement weather threatens the safety of the University of Cincinnati community, the Senior Vice President for Administration and Finance may invoke University Rule 3361: 10-55-01 and declare an emergency closing or delay. The College of Allied Health Sciences will observe the university's emergency closing protocol for all on-campus classes. The university policy states that content will be made up during the semester. Please see specific course syllabi for an explanation of how content will be made up for each professional curriculum course.

Dress code

No specific dress code beyond what the University has established for students will be enforced in the AMIT classroom. Students are urged to dress appropriately for the room temperature. Rooms may run either hot or cold and are beyond the faculty/staff's means to control.

Clinical Site Policies

Clinical Attendance Policy

All students are given 16 hours of clinical time (personal hours) for use to cover absence. Students can also accumulate 24 hours of clinical time to cover personal needs. Any time missed beyond the allotted time off will result in an occurrence. If a student misses more than six clinical days during a single semester, a one letter grade deduction will be applied to their final course grade. If a student misses more than 10 clinical days during a single semester, they will fail the course.

Clinical Site Assignments

This program will prioritize providing students with a well-rounded clinical experience by carefully assigning them to various clinical sites. The Clinical Coordinator and/or the

program director will oversee the assignment process to ensure each student gains exposure to a diverse range of clinical settings.

Throughout the academic year, students can anticipate rotating through multiple clinical sites, encompassing both local, regional, and rural locations. The selection of clinical sites for students is based on a comprehensive evaluation of factors such as the range of exams available, the trauma designation, and the patient population served by the affiliate and feedback from clinical preceptors.

While we value and consider student preferences for placement by asking them for one site they do not want to go to, it is essential to prioritize student learning objectives and the overall educational needs of the class. In instances where student preferences may conflict with program requirements, the educational goals of the program will take precedence. It is crucial for students to understand that refusal of an assigned clinical site or rotation will result in delays in academic progression or potential removal from the program.

*Clinical placements may require an additional onboarding process through external companies. All costs associated with clinical onboarding will be the responsibility of the student. Please see the program's clinical coordinator for additional information.

Student Clinical Work Policy

Under specific circumstances, a student's workplace may be utilized as a clinical site, but student clinical hours must be exclusively separate from employee hours. Under no circumstances may students be PAID during their clinical practicum experience, nor may they be paid when performing clinical competencies. This is a requirement of the accrediting bodies and board exam authorities. In addition, clinical rotation assignments cannot be guaranteed due to employment or relocation.

Trajecsys Policy

Trajecsys is the platform AMIT utilizes for clinical record documentation. This is the official method for students to document clinical attendance, ARRT competencies (MRI only), performance evaluations, and program progression. All AMIT students must register for a Trajecsys account for each modality of study. Trajecsys is a paid subscription service. Currently the AMIT program covers the cost of the student account(s) but this is subject to change and may become a student expense in the future. A subscription year is Aug. 31st

to Sept. 1st . Any student who needs additional clinical time at the end of the academic year due to extenuating circumstances will have to pay for extra usage of Trajecsyst out of their own pocket.

Clinical Time

Clinical practicum experiences are scheduled Monday through Friday. Students must maintain the hours established by the clinical coordinator and the clinical practicum site. Some clinical time adjustments may be required occasionally to accommodate specific tasks that are only performed at certain times at the clinical location. Students are responsible for notifying their clinical site and the program coordinator for any absences or late arrivals. Students who do not maintain the established hours or communication with their clinical site are at risk for disciplinary action up to dismissal from the program.

Generally, students should reserve 6:00am – 6:00pm all clinical days. Clinical shifts are traditionally 8 hours within this time frame. Times outside these hours must be approved by written agreement between the student, the clinical site preceptor, and program staff. This is done on a case-by-case basis and should be considered very rare. Students may not attend clinical rotations for more than 10 hours a day and may not exceed 40 hours per week. Currently, for both modalities students are not permitted to go to clinical rotations during the weekends. All AMIT students will input their clinical rotation schedules into Trajecsyst by the end of their first week at each clinical rotation for review and approval by the program director, clinical coordinator and clinical affiliate.

Students may be sent home early at the discretion of clinical staff. In the event a student is sent home early, they must properly document this within Trajecsyst (time exception with a comment of the technologist that sent you home early). If the documentation is verified by the clinical preceptor and clinical coordinator in Trajecsyst, the student will receive full hours based on their scheduled time.

Students will receive 16 hours of personal time per semester. These hours will not roll over between semesters. This personal time may be used to cover time off for illness, approved vacations, or other extended leave needs. All clinical hours must be recorded in Trajecsyst.

Students attending clinical rotation hours more than their weekly hour requirement will be allowed to add these excess hours to their banked time hours. Additional banked hours may be awarded for attending clinicals during exam weeks or other times when the university is open, but students are not otherwise required to attend clinicals. Conferences or other in-person healthcare education may count towards clinical hours. Students may receive 1 clinical hour for each hour of conference time up to 24 hours of clinical time per

semester. Conference hours get added to your banked time. This additional time may be used to cover time off for illness, approved vacations, or other extended leave needs. A total of 24 banked hours may roll over one semester within the same imaging modality. For example, hours gained in fall semester may be used in spring but not summer; hours gained in summer may be used in summer but not the following fall because students will not be enrolled in the same imaging modality at that time. Students are responsible for providing program officials with appropriate documentation of these activities and hours.

Clinical Time and University Holidays and Weather Events

Students may not attend clinical activities when the University is closed for holidays or severe weather.

When inclement weather threatens the safety of the University of Cincinnati community, the Senior Vice President for Administration and Finance may invoke University Rule 3361: 10-55-01 and declare an emergency closing or delay. The College of Allied Health Sciences will observe the university emergency closing protocol for all on-campus classes (online courses will always proceed as normal).

Clinical experience will be canceled, delayed, or dismissed early in the event of severe weather depending on the declaration of the University. When UC is closed due to inclement weather and hazardous road conditions, students are not allowed to go to clinical sites. Students should contact their clinical liaison to inform them of the closure. If the closure occurs while at the clinical site, students should leave when it is safe to do so. Students should use good judgement when making the decision to leave or stay in the event the university closes while at a clinical site.

Severe Weather for Distance Learning (DL) Students – Didactic Course Policy

Distance Learning (DL) students are not required to attend clinical experiences when the University of Cincinnati (UC) is officially closed, regardless of the clinical site's operating status. Additionally, DL students will not attend clinical experiences when severe weather results in the closure of their local partner institution:

- **Lexington-based students** will follow the official closure status of the **University of Kentucky (UK)**.
- **Louisville-based students** will follow the official closure status of the **University of Louisville (UofL)**.

Students are responsible for notifying their clinical site/preceptor and clinical coordinator as appropriate and must document the absence in Trajecsyst using the appropriate attendance reasonings.

Documentation of Clinical Education - Trajecsyst

The Trajecsyst platform is the official method for students to document clinical attendance and progress. Students will refer to their directed practice syllabi and the clinical coordinator for the number of hours and number of competencies required during any semester. The student shall meet with the clinical coordinator when needed to review clinical hours or competencies. These meetings may NOT be during class time and will be scheduled with the clinical coordinator directly. While the program makes every effort to share received documentation with students, **it is the student's responsibility to maintain a copy of all records relating to clinical activities.**

- Each student will maintain their clinical time in Trajecsyst each clinical day.
- Students will be signed in AND out by supervising technologists present at the time the student comes in/leaves for the day.
- Each student must use their own Trajecsyst account to document their own time each day. Students attending the same clinical site rotation may not complete one-time record collectively.
- Each student must submit a time exception within Trajecsyst to document all absences.
- Any deficit in clinical time or competencies must be addressed before the end of the semester. Students failing to address clinical deficits with the clinical coordinator in a timely manner will receive an incomplete (I) for the semester and will be at risk of grade reduction and/or dismissal from the program. Receiving a grade of an incomplete during the summer semester will result in board examination eligibility delays and/or program dismissal.

Transportation Policy

All students are required to have reliable transportation to and from class and their clinical site rotations. Students are responsible for all costs and transportation related to each scheduled clinical rotation (parking passes, toll roads, etc.), in addition to normal tuition and fees. Shall a student's transportation become unreliable; it is the student's responsibility to resolve the issue. The AMIT program cannot guarantee any rotation changes due to transportation issues.

Accident Policy

In the event of an accident at a clinical site facility, please notify the AMIT program clinical coordinator when it is safe to do so. All incidents will be handled individually with the program, the clinical affiliate and the student involved. All information regarding the accident will be kept confidential. All students are required to carry health insurance. In

the event of a personal injury students are required to use their health insurance and are responsible for all costs associated with the treatment of their injury.

Needle Stick Policy

If you are accidentally stuck with a needle, do not wait— seek help immediately from your clinical site. When safe, contact **UC University Health Services** for confidential, professional care. Trained medical staff will guide you through the necessary steps, including evaluation, testing, and follow-up care. Please also inform the clinical coordinator and/or program director.

Please visit UC's University Health Services website here. The student health phone number is 513-556-2564.

All incidents will be handled on an individual basis with the program, the clinical affiliate and the student involved. All information regarding the accident will be kept confidential. All students are required to carry health insurance. In the event of a personal injury students are required to use their health insurance and are responsible for all costs associated with the treatment of their injury.

Venipuncture policy

Students must abide by all individual clinical site venipuncture policies. Students may practice venipuncture in the AMIT lab on people, including other students provided that the following criteria are met.

1. There is a licensed person and/or facility **directly supervising from start to finish.**
2. All parties consent.
3. The student wishing to perform the stick has successfully completed OSHA Blood Borne Pathogen training and the venipuncture module of the patient care skills course.
4. The student is able to observe standard precautions in terms of their skills and supplies available.

Identification

Student identification badges must be worn visibly and face-up during clinical rotations for security reasons. Students are responsible for obtaining these identifications. Some clinical affiliates may require site specific identification in addition to student ID cards.

Clinical Dress Code Policy

It is important that patients and visitors of our clinical affiliates look upon us as professional and competent in the performance of our duties and in our learning endeavors. A strict dress code is an essential part of the impression we make. Additionally, safety, ergonomics, and ease of movement are necessary when dealing with both patients and equipment. In keeping with these principles, the following dress code has been developed for our students. Should this policy conflict with the dress code set forth at clinical affiliates, the dress code of the clinical affiliate shall prevail. Failure to comply with the dress code will result in students being barred from taking part in clinical rotations.

Please bring any questions or concerns about the dress code to AMIT faculty.

Clinical Uniform

While clinical site uniforms may be dictated or modified by each clinical affiliate, below are the AMIT program requirements.

Students must arrive at clinicals looking professional with clean attire and personal appearance.

Scrubs	Scrub top and bottoms, conservative solid colors. Solid color undershirts are highly recommended. No jackets are permitted during clinical hours unless they are scrub jackets or lab coats. Solid colored, non-hooded sweatshirts <i>may not</i> permitted at your clinical facility. All other street clothing and cold weather attire are not permitted.
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Laboratory Coats	NMT: White lab coat – long sleeved, MUST come down to mid- thigh. Must always be worn buttoned while participating in any clinical activity. Lab coats are not to leave clinical sites except for cleaning. MRI: May be mid-thigh or shorter. Long or short-sleeved shirts are permitted. Lab Coats are optional for MRI.
Shoes	Choose shoes that are comfortable. You will be on your feet a great deal. Higher quality shoes may be worth the additional cost. The shoe chosen for clinicals must cover the <u>entire foot and heel</u> and be subdued in color. Gym shoes are ideal. These should be worn only for clinical rotations. Traditional Crocs or similar style clogs are not acceptable for any of the modalities unless they are of their professional line and have no openings, a solid heel, and slip resistant soles. White socks are strongly encouraged for good hygiene practice.
Hair/headwear	Hair must be well groomed and clean. Longer hair must be pulled back to prevent your hair from being contaminated by a patient’s body fluids. Beards and mustaches must be well groomed and clean. Hairpieces, extensions, and/or wigs will be approved on a case-by-case basis due to MRI safety concerns. No head coverings of any kind, unless dictated by your religion and approved by the clinical facility. Hairstyles and colors that are seen as ‘unnatural’ may not be permitted at your clinical facility. Many hair accessories such as bobby pins, clips, etc. may be attracted to an MRI magnet. Please check all hair accessories for MRI safety prior to arriving at your clinical facility.
Tattoos	Facial tattoos are not permitted. Tattoos on other areas of the body are permitted; however, tattoos that contain inappropriate language, inappropriate symbols, or symbols or phrases that may be offensive to any segment of our associate or patient population are not permitted. In these circumstances, the tattoos will be required to be covered.

Jewelry / Ornamentation	Discreet body piercings only unless dictated by religion and approved by the clinical facility. – No more than 2 earrings in each ear. – No rings EXCEPT wedding bands. – No dangling necklaces/earrings/pendants. – No necklaces longer than 18 inches. – No bracelets. – Watches are recommended but must follow MRI safety guidelines. – Conservative facial makeup. – Fingernails - well manicured, 1/4 of an inch or less, clear or natural unchipped polish may be worn. No artificial fingernails. This is a CDC guideline. NMT: The application of facial and lip cosmetics is strictly forbidden in nuclear medicine laboratories. MRI: Metallic objects, including some surgical placements, are forbidden in MRI laboratories. Please check all jewelry and accessories for MRI safety prior to arriving at your clinical facility.
Miscellaneous	- Appropriate PPE must be worn at appropriate times. - No perfume or aftershave is to be worn. - No non-prescription sunglasses are permitted. - Name badges should be worn face up at all times. - Students are expected to maintain personal hygiene consistent with affiliate expectations. - No gum chewing during class or clinical rotations. - No cell phones during clinical hours with the exception of utilizing Trajecsys. Personal electronics can be a distraction that hinders your learning, compromises patient care and cause a potential HIPAA violation.

Nuclear Medicine Technology Pregnancy Policy

Working with radiation can be a concern for pregnant women. Under the University of Cincinnati Radiation Control and Safety Program (RCSP) the radiation dose received by pregnant and possibly pregnant workers is very low and well under the dose limit for a

declared pregnant worker. By regulation, a licensee or registrant cannot force an individual to declare their pregnancy. By regulation, risks to the embryo/fetus, the option to declare a pregnancy and how to declare a pregnancy are expected to be reviewed with all radiation workers. The information is discussed with all new radiation workers who will be handling radioactive material. It is discussed during the initial site-specific training presented by the Radiation Safety Office (RSOf).

If a student chooses to declare their pregnancy, the medically confirmed pregnancy should be declared to the program director within 24 hours of confirmation. The student will then be counseled and review the U.S. Nuclear Regulatory Commission Appendix to Regulatory Guide 8.13, "Possible Health Risks to Children of Women Who Are Exposed to Radiation During Pregnancy".

The pregnant student electing to withdraw from the program may apply for readmission at the conclusion of the pregnancy. Acceptance is not guaranteed.

The pregnant student who elects to continue in the program must follow all college and program policies. Due to the competency-based nature of the Advanced Medical Imaging Technology Program, major alterations in clinical assignments and lab activities cannot be made up. As a result, the student electing to continue does so at her own risk in that neither the college nor the clinical affiliate can guarantee that the student would not exceed the maximum permissible dose of 0.5 rem during the entire gestation period.

After counseling, the student must sign and date the pregnancy form provided, documenting their decision on whether to withdraw or continue in the nuclear medicine technology program.

Magnetic Resonance Imaging Pregnancy Policy

It is the policy of the Magnetic Resonance Imaging section of the Advanced Medical Imaging Technology program at the University of Cincinnati to provide reasonable radio frequency protection to student technologists occupationally exposed to radio frequency. Pregnant students are expected to follow the recommendations of the ACR and the MRI department regarding pregnant health care practitioners as outlined in the ACR White Paper on Magnetic Resonance (MR) Safety and MRI Safety Policy for Pregnant Patients, Staff and Visitors.

ACR Pregnancy-Related Issues

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

ACR Guidance Document on MR Safe Practices: <https://www.acr.org/-/media/ACR/Files/Radiology-Safety/MR-Safety/Manual-on-MR-Safety.pdf>

****Please see Appendix B & C for Declaration of Pregnancy Forms for MRI and nuclear medicine***

University Policies

University of Cincinnati Student Code of Conduct

University of Cincinnati Mission Statement

The University of Cincinnati serves the people of Ohio, the nation, and the world as a premier, public, urban research university dedicated to undergraduate, graduate, and professional education, experience-based learning, and research.

The Student Code of Conduct shall emphasize specific student responsibilities:

- To recognize that the intellectual and educational climate of the University shall be maintained as the University's highest priority.
- To protect the opportunity for each student to attain their educational objectives.
- To protect the physical and mental health, safety, and welfare of each member of the University community.
- To protect the property rights of all.
- To promote the human rights of all members of the University community.

The Student Code of Conduct applies to all Advanced Medical Imaging Technology Students, including Certificate, Baccalaureate, or Graduate level students enrolled as a full-time or part-time student.

The Student Code of Conduct may be found in its entirety at the following link:

http://www.uc.edu/conduct/Code_of_Conduct.html

Students are expected to abide by the professional codes of conduct and ethics

associated with their current modality and professional certifications.

- American Registry of Radiologic Technologists
- American Society of Radiologic Technologists
- International Society of Magnetic Resonance in Medicine
- Nuclear Medicine Technology Certification Board
- Society of Nuclear Medicine and Molecular Imaging
- Society of Computed Tomography and Magnetic Resonance

Statement of Commitment

In accordance with the state of Ohio’s 2025 “Advance Ohio Higher Education Act”. The University of Cincinnati declares that it will educate students by means of free, open, and rigorous intellectual inquiry to seek the truth. The University of Cincinnati declares that its duty is to equip students with the opportunity to develop the intellectual skills they need to reach their own, informed conclusions. The University of Cincinnati declares its commitment to not requiring, favoring, disfavoring, or prohibiting speech or lawful assembly. The University of Cincinnati declares it is committed to create a community dedicated to an ethic of civil and free inquiry, which respects the autonomy of each member, supports individual capacities for growth, and tolerates the differences in opinion that naturally occur in a public higher education community. The University of Cincinnati declares that its duty is to treat all faculty, staff, and students as individuals, to hold them to equal standards, and to provide them equality of opportunity, with regard to those individuals' race, ethnicity, religion, sex, sexual orientation, gender identity, or gender expression.

Academic Integrity Policy

In pursuit of its teaching, learning and research goals, the University of Cincinnati aspires for its students, faculty and administrators to attain the highest ethical standards as defined by the Center for Academic Integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility”.

The University Rules, including the Student Code of Conduct, and other documented policies of the department, college, and university related to academic integrity will be enforced. Students are required to review the Student Code of Conduct to become familiar with academic integrity policies and definitions of misconduct. Any violation of these regulations, including cheating, fabrication, plagiarism, aiding or abetting academic misconduct, or violating ethical or professional standards will be dealt with upon an individual basis according to the severity of the misconduct. Dishonesty in any form may

result in a failing grade in a course and/or suspension or dismissal from a program (e.g., graduate or undergraduate).

College of Allied Health Science students will be held to the highest ethical standards, critical to building strong character required of healthcare professionals. To ensure alignment of this incentive, the CAHS has implemented mandatory reporting of suspected academic integrity violations and a “Two Strikes Policy” that supplements the UC Student Code of Conduct.

- Students are expected to report all instances or knowledge of misconduct.
- Cases of academic misconduct will be formally reported by faculty.
- Students will be afforded due process for allegations as outlined in the policy.
- Students found to be responsible of an academic integrity violation can be required to meet with the Associate Dean of Academic Affairs and scheduled by the student within 10 business days from the final decision of the college.
- All CAHS academic programs use the “Two Strikes Policy;” any student who has been found responsible for 2 cases of academic misconduct can be dismissed from the College.

See **Appendix F** for the University of Cincinnati Academic Misconduct Notification and Resolution Forms.

Openly communicate with your instructors about the acceptability and appropriate use of AI and Generative AI tools in your coursework.

Faculty members can provide clear guidance on how these tools may or may not fit into their learning objectives and evaluation criteria. Carefully read the syllabi for each of your courses at the beginning of the term.

AMIT Course Syllabi will contain vital information about course policies regarding the use of technology, including AI tools. Look for sections on assignments, academic integrity, and technology use, or reach out to your instructor if you are unsure.

Remain cognizant of UC’s policies on academic integrity. The responsible use of technology, including AI technology, should align with principles of honesty, fairness, and respect for the intellectual work of others.

HonorLock

Honorlock is an online proctoring tool that is fully integrated into Canvas. Honorlock uses AI (artificial intelligence) to monitor you during your test. The AI can alert a live proctor to pop in if it detects any potential violations, and a certified proctor may review the recording of your exam after you finish. Your instructor will receive a report of any flagged incidents and a video of your exam session to review if necessary.

Setup Information

1. To get started, log in Canvas.
2. Click on the course you need to take the Honorlock assignment.
3. Click the Honorlock link in the left-hand navigation.
 - a. If there is not an Honorlock link in the left-hand navigation, use the Assignments link and click the needed Assignment title.
 - b. If prompted, install the Google Chrome plugin. Read, authorize, and agree to the Honorlock Guidelines.
4. Launch Proctoring.
5. Verify your identity using a photo ID.
6. Begin the Exam
7. Exams do not have to be scheduled in advance. You can also access Honorlock proctored assignments or quizzes from the Assignments or Quizzes links in the left-hand navigation.

Privacy

UC takes student privacy very seriously. UC and Honorlock have a formal agreement in place that supersedes Honorlock's general Terms of Service and includes specific legal requirements for the privacy and security of UC student information.

Many questions have been received asking if Honorlock can access your devices and questioning how this impacts your security and privacy while taking a proctored exam.

- **Per Honorlock's Student Privacy Statement:** Student privacy is incredibly important – to students, to professors and to Honorlock – especially in these uncertain times. While we are all struggling under this “new normal,” we wanted to take a moment to address some unfounded fears that are making the rounds about privacy. Watch the video: [Honorlock Protects Student Privacy](#). Being students once ourselves, we have sought to build privacy into the Honorlock system. For example, the Honorlock system uses a Chrome browser extension. When the extension is active, there is a flashing red indicator on the extension that indicates whether the extension is recording.

[More details on how Honorlock hosts, encrypts, and secures data can also be found in Honorlock's Student Privacy Statement.](#)

Holidays and Breaks

Holidays and semester breaks as observed by the University of Cincinnati are published in the academic calendar. [Please click here to be redirected to the academic calendar.](#)

Student Religious Accommodations for Courses

Ohio law and the University's Student Religious Accommodations for Courses Policy 1.3.7 permits a student, upon request, to be absent for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization and/or to receive alternative accommodations with regard to examinations and other course requirements due to an absence permitted for the above-described reasons. Not later than fourteen days after the first day of instruction in the course, a student should provide the instructor with written notice of the specific dates for which the student requests alternative accommodations. For additional information about this policy, please contact the Executive Director of the Office of Equal Opportunity and Access at (513) 556-5503 or oeohelp@ucmail.uc.edu.

Procedure

Any student with concerns about an alleged violation of this Policy is strongly encouraged, but not required, to first discuss those concerns with their instructor. Students may also report their concerns to OEOA.

Contact Information

For additional assistance please contact the Executive Director of Equal Opportunity & Access.

5150 Edwards Center 1
45 Corry Blvd
Cincinnati, OH 45221
513-556-5503
oeohelp@uc.edu

Equal Access and Accessibility

If a student has special needs related to participation in this program, including identified visual impairment, hearing impairment, physical impairment, communication disorder, and/or specified learning disability that may influence performance in this program, the student is encouraged to contact the Accessibility Resources Office. Students are advised to do so upon acceptance into the program or upon diagnosis. Certain accommodations may require prior approval by the Accessibility Resources Office (<https://www.uc.edu/campus-life/accessibility-resources.html>).

For more information and to register with the accessibility resources office visit:

<https://www.uc.edu/campus-life/accessibility-resources.html>

Accessibility Resources Office Location & Hours

210 University Pavilion

Phone: 513-556-6823

Fax: 513-556-1383

E-mail: accessresources@uc.edu

Board Examination ADA Compliance

It is the responsibility of each individual student to apply for accommodations with the national board examination board(s) should they be eligible to do so. All board examinations students may sit for in this program comply with ADA Compliance. Any questions or concerns about ADA Compliance for the Board Examinations should be directed to the **appropriate** agency.

More information can be found at the specific links below.

ARRT Primary Pathway – page 10

NMTCB

University of Cincinnati Student Grievance Policy and Procedures

Grievances unrelated to ADA

All members of the University of Cincinnati Community have the right to express concerns when they perceive that they have been treated in a manner not consistent with the

standards of conduct at the University. The student grievance procedure is intended to allow students this mode of expression. For academic grievances within the program, students should refer to the College of Allied Health Sciences Undergraduate Student Handbook under “Student Grievance Policy and Procedures”. A link to the College policy is provided below.

Undergraduate Student Grievance Policy & Procedures

Section 504/ADA Grievance Procedure

The University of Cincinnati (“University”) has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. The University does not tolerate discrimination on the basis of disability in its programs or activities and will take prompt and effective steps to address disability discrimination (including disability harassment and retaliation), end a hostile environment if one has been created, and prevent the recurrence of disability discrimination.

This procedure applies to all individuals, including students and employees, who may experience or witness disability discrimination in a university program or activity. This procedure is designed to provide a prompt, reliable, and impartial procedure for the resolution of disability discrimination complaints.

For more information about University of Cincinnati’s grievance procedures, please visit the link: <https://www.uc.edu/campus-life/accessibility-resources/policies-and-grievance-procedure.html>

Please note: *There are separate University Grievance Procedures for graduate students and employees. Graduate Student Grievance Procedures are available from the Graduate School.*

CAHS Social Media Policy

The University of Cincinnati’s College of Allied Health Sciences is committed to leveraging technology to educate our students to become skilled leaders. Our primary methods of communication are the UConnect (UC) e-mail account, Canvas and My Bearcat Network.

However, we support the use of social media outlets as a supplemental venue for elective unofficial communication and reminders.

While we strongly advocate for all members of the College of Allied Health Sciences community to utilize various social media outlets, all must be aware of the content of posts. Social media is not the appropriate venue to share and address all matters.

Individuals are responsible and will be held accountable for the content of their posts on any social media platform. The College of Allied Health Sciences developed this social media policy to appropriately represent, advance, and protect members of our community and the University of Cincinnati.

The process for establishing and maintaining social media accounts related to CAHS departments and/or academic programs is defined below.

Social Media Definition

Social media is characterized as a platform of electronic communication (web sites for social networking and blogging) through which users create online communities to share information, ideas, personal messages, and other content (videos, pictures), etc.

Examples of social media outlets may include, but are not limited to:

- Social Networking Sites (Facebook, LinkedIn, Pinterest, Snapchat, Instagram, Flickr)
- Content Communities (YouTube, Tik-Tok)
- Micro-blogging sites (Twitter)
- Blogs (company and personal blogs, Wordpress, Blogger), Forums and Discussion Boards, Google Groups, Yahoo! Groups)

Provisions of the Social Media Policy

- Personal and professional growth and learning are a result of engaging in conversations and sharing opinions. You must be aware of the content and behavior of your activity as you participate in social networking.
- Social media sites do not ensure privacy regardless of the privacy restrictions you have enabled on your accounts. Search engines can recover posts even if they were deleted. If you hesitate when posting, do not post without consulting with an appropriate authority, such as your faculty instructor or faculty and staff, a supervisor.
- Do not post confidential information about yourself or others. You may not post photos from a health care site unless you have obtained the appropriate

consent from the individuals in the photo and from the organization in which the photo was taken.

- There is an expectation to be respectful, responsible, and accountable for behavior with any interaction and communication with others via social media. Unacceptable posts would include (but are not limited to) ethnic slurs, personal insults, or obscenity. You should also show proper consideration for others' viewpoints on topics considered sensitive, such as politics and religion.
- Publish and post on social media platforms with caution. Content should be honest, accurate, and in good taste.
- You are legally liable for any social media activity. Posts to social media sites deemed defamatory, harassing, obscene, profane, unprofessional, or in violation of any law will not be tolerated and are subject to disciplinary action.
- The expectation is all social media use will adhere to all applicable university privacy and confidentiality policies, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Ensure content created on social media platforms uses inclusive and accessible language and practices.
- As faculty, staff, and students at the University of Cincinnati's College of Allied Health Sciences, it is your responsibility to continually review the provisions of the social media policy.

Consequences for Violation of Policy

Violations of the Student Code of Conduct, AAUP contract, University policies and/or state or federal laws as it relates to social media will be responded to by the appropriate authority.

Academic Advisor Meeting Policy

Although course faculty and student success coordinators can answer most students' questions, sometimes students need the assistance of an academic advisor, to seek advice about academic progression (good standing, alert, probation, and suspension) and GPA rehabilitation.

The College of Allied Health Sciences has an Office of Student Affairs which provides advising for undergraduates in the college. To request advising, call OSA at 513-558-8556 or email cahsadvi@uc.edu

It is recommended that students meet with their academic advisor at a minimum of once annually, if not each semester.

Graduation

Graduation is the official completion of your academic degree which closes your AMIT program. Commencement is the celebration for graduating students which will be addressed later in this section. **All students (baccalaureate and certificate) MUST apply for graduation to receive their diploma and become official University of Cincinnati graduate.**

In order to qualify for graduation, a student must fulfill the program requirements with at least a **2.5 college GPA**. Students must be in good academic standing, that is, not on academic or disciplinary probation nor suspension. **Please see the CAHS Student Handbook under “Graduation” to see more information about the requirements to graduate.**

Students should always be aware of their anticipated graduation. Any time students deviate from their original program plan, they should contact their academic advisor to obtain an updated degree plan to determine their expected graduation.

Graduation applications must be completed by the student during their final semester by the established deadline of the University. The graduation application can be found here:

http://www.uc.edu/registrar/graduation/application_information.html.

Please note: Students are responsible for knowing and complying with graduation application deadlines. ***Graduation applications will not be accepted after the established deadline for the semester.*** There is a non-refundable fee associated with this application.

UC holds three commencement ceremonies per year. Because AMIT students complete the program at the end of the summer semester, program graduates will attend August commencement. Baccalaureate students are invited to attend commencement ceremonies but are not required. The current University of Cincinnati policy does not permit certificate students to participate in commencement ceremonies. Specific information about commencement will be posted on the following web site as information becomes available here:
<http://www.uc.edu/commencement/>.

Records Privacy and Release Information for Parents

This program holds student privacy in high regard and will follow FERPA standards with regards to student privacy. Parents wishing to gain access to student records at the University of Cincinnati will need to be aware of the federal government regulations with which the University is obliged to comply.

FERPA Statement

UC's record release policies are governed by federal government regulations collectively known as the "Family Educational Rights and Privacy Act of 1974, as Amended" (FERPA) and by State of Ohio law.

****University of Cincinnati cannot waive FERPA or State regulations for any reason.***

Parents as Third Parties

Under FERPA, Record Privacy rights transfer from the parents to the student once the student reaches 18 years of age or once they enroll in an institution of higher learning. In either scenario, FERPA then regards the parents as third parties.

Record release to all third parties requires the student's prior written and signed consent. Parents may obtain student end-of-term grades and GPA information, ***only if:***

- The student grants the parent permission via [Delegated Access in Catalyst](#) (the University's preferred method of obtaining permission)
- They can provide the Registrar's Office with a copy of their most recently submitted federal tax return documents establishing the student as their financial dependent (family income amounts may be obscured); or
- The student provides the Registrar's Office with their written, signed, and dated consent (the student can rescind this authorization in writing at any time).

University Discretion

Record release to parents (and to all third parties) occurs at the University's discretion, even if the parents provide the qualifying tax return or the student's written consent. The University reserves the right to deny requests for any and all student information to all third parties, ***including parents.***

UC may provide properly authorized parents seeking grade information with end-of-term grades and grade point averages ***only***. UC ***will not*** release attendance records, assignment scores, or test scores. The student's written consent or the parents' tax return

may allow record release **only**. These documents do not constitute Power of Attorney, so these **do not** authorize the parents to take action in the student's name or on the student's behalf.

Third-Party Requests

All third-party requests to UC for student records must be submitted in writing directly to the Registrar's Office. In **all** cases, third parties (including parents) attempting to contact administrative offices, college offices, or the faculty will be referred to the Registrar's Office.

The Registrar's Office will assess both the parent's written request and the submitted authorizing documents and will provide a response. The Registrar's Office will contact other administrative and/or college offices for the information, as required. Parents should not expect a same day response from the Registrar's office to their information requests.

Per-Term Information Requests

UC **does not** provide regular or automatic per-term information releases (e.g., final grades) to any third party (including parents). Parents authorized for release by either the student's written consent or by their own tax return **must** submit a written request to the Registrar's Office on each occasion.

Directory Information Releases

FERPA permits UC to release the student's Directory Information to anyone upon request without the student's prior consent or notification. Directory Information at UC includes: name, student identifier (non-Social Security Number), current mailing address, current telephone number, email address, college, class, major, dates of attendance, enrollment status (full/ part-time), and degrees/honors/awards received (including dates received).

Students may request that UC not release their Directory Information by [updating their preferences in Catalyst](#).

Further Information

You can learn more about the "Family Educational Rights and Privacy Act of 1974, as Amended" (FERPA) from the [U.S. Department of Education's Family Policy Compliance Office](#).

Immunization records including COVID19, criminal background check, HIPAA, OSHA, Radiation Safety, MRI safety, etc.

We post student images – consent also in **Appendix A**.

Information release to clinical sites- Use Appendix A for the form students must sign.

Appendix A: Personally Identifiable Information/Record Release Authorization Form

Student's Name: _____

M Number: _____

(Please print)

As required by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), by my signature below I hereby authorize University of Cincinnati to furnish the following information to one or more of the following clinical education settings as listed below upon request. This information is necessary to meet healthcare institution requirements for patient safety and accreditation. Students may also be required to undergo drug testing in order to participate in clinical experience at some clinical education settings. School will disclose information from a student's educational record, as appropriate, to personnel at Facility who have a legitimate need to know in accordance with the Family Educational Rights and Privacy Act. Facility agrees that its personnel will use such information only in furtherance of the Program, and that the information shall only be disclosed to third parties in accordance with the Family Educational Rights and Privacy Act.

Clinical Education Settings:

- **Beacon Orthopedics Anderson** – 463 Ohio Pike, Cincinnati, OH 45255
- **Beacon Orthopedics Summit** – 500 E Business Way, Sharonville, OH 45241
- **Baptist Health Hamburg** – 3000 Baptist Health Boulevard, Lexington, KY 40509
- **Baptist Health Lexington** – 1740 Nicholasville Rd, Lexington, KY 40503
- **Bethesda Arrow Springs** – 100 Arrow Springs Boulevard, Lebanon, OH 45036
- **Bethesda North Hospital** – 10500 Montgomery Road, Cincinnati, OH 45242
- **The Christ Hospital** – 2139 Auburn Avenue, Cincinnati, OH 45219
- **Cincinnati Children's Hospital Medical Center** - 3333 Burnet Avenue, Cincinnati, OH 45229
- **Cincinnati Children's Hospital Medical Center Liberty Campus** – 7777 Yankee Road, Liberty Township, OH 45044
- **Cincinnati Children's Imaging Research Center** – 3333 Burnet Avenue, Cincinnati, OH 45229
- **Dayton Children's Hospital** – 1 Childrens Plaza, Dayton, OH 45404
- **Good Samaritan Hospital** – 375 Dixmyth Avenue, Cincinnati, OH 45220

- **Good Samaritan Glenway** – 6350 Glenway Avenue, Cincinnati, OH 45211
- **Good Samaritan Medical Center at Western Ridge** – 6949 Good Samaritan Drive, Cincinnati, OH 45247
- **Jewish Hospital** – 4777 East Galbraith Road, Cincinnati, OH 45236
- **Kettering Health Hamilton (Fort Hamilton Hospital)** – 630 Eaton Avenue, Hamilton, OH 45013
- **Mercy Health Anderson** – 7500 State Road, Cincinnati, OH 45255
- **Mercy Health Clermont** – 3000 Hospital Road, Batavia, OH 45103
- **Mercy Health Fairfield** – 3000 Mack Road, OH 45014
- **Mercy Health West** – 3300 Mercy Health Blvd, Cincinnati, Ohio 45211
- **Nationwide Children's Hospital** – 700 Children's Drive, Columbus, OH 43205
- **Norton Healthcare Brownsboro** – 4960 Norton Healthcare Blvd, Louisville, KY 40241
- **Norton Healthcare Downtown** – 200 East Chestnut Street, Louisville, OH 40202
- **ProScan Eastgate** – 4440 Glen Este-Withamsville Road, Cincinnati, OH 45245
- **ProScan Liberty** – 7003 Loomis Lane, Liberty Township OH 45069
- **ProScan Midtown** – 5400 Kennedy Avenue, Cincinnati, OH 45213
- **ProScan Paycor Stadium** – 6 Paul Brown Stadium, Cincinnati, OH 45202
- **ProScan Tri County** – 12124 Sheraton Lane, Cincinnati, OH 45246
- **ProScan Vandalia** – 810 Falls Creek Drive, Suite A, Vandalia, Ohio, 45377
- **ProScan Westside** – 6125 Harrison Avenue, Suite A, Cincinnati, OH 45247
- **St. Elizabeth Dearborn** – 600 Wilson Creek Road, Lawrenceburg, IN 47025
- **St Elizabeth Edgewood** – 1 Medical Village Drive, Edgewood, KY 41017
- **St Elizabeth Florence** – 4900 Houston Road, Florence, KY 41042
- **St Elizabeth Ft Thomas** – 85 North Grand Avenue, Ft Thomas, KY 41075
- **TriHealth Beechmont Anderson** – 7777 Beechmont Avenue, Cincinnati, OH 45255
- **TriHealth Kenwood** – 8240 Northcreek Drive, Cincinnati, OH 45236
- **University of Cincinnati Radiation Safety** – 231 Albert Sabin Way, Cincinnati, OH 45267
- **University of Cincinnati Medical Center** – 3188 Bellevue Ave, Cincinnati, OH 45219
- **UC Health West Chester** – 7700 University Drive, West Chester, OH 45069
- **UC Imaging Research & Development Center** - 321 Albert Sabin Way, Cincinnati, OH 45219
- **UK Health Care, Albert B. Chandler Hospital** – 800 Rose St, Lexington, KY 40536
- **V.A. Medical Center** – 3200 Vine Avenue, Cincinnati, OH 45220

*Please note, this list may vary per imaging modality and/or if clinical affiliates are added or removed from the list of accreditation recognized affiliates.

Possible Information Provided:

- **My Name**
- **My Image**
- **My Social Security Number**
- **My Gender**
- **My Date of Birth**
- **MRI Screening Form/Information**
- **Background Check: National, State and additional security searches**
- **Immunization Records**
- **Drug Screening**
- **CPR Certification**
- **Personal Health Insurance Information**

Student's Signature: _____

Date: _____

Appendix B: Declaration of Pregnancy – Magnetic Resonance Imaging

MRI Safety Policy:

Pregnant students, staff and health care providers may enter the scan room when the static field is on but should not remain in the MR scanner room or Zone IV during actual data acquisition or scanning.

It is the student's responsibility to submit written disclosure of their pregnancy to the program director. Disclosure of pregnancy is a voluntary declaration and can be withdrawn at any time. Students have the right to refuse disclosure of medical information; however, if a student chooses not to disclose information regarding pregnancy, the student is acknowledging that they are assuming all responsibility for their condition and any potential complications that may arise.

Upon medical verification of pregnancy, students have the following four (4) options:

Option #1 – Elect to withdraw from the Advanced Medical Imaging Technology program.

- ☐ By choosing this option, the student will withdraw from the program effective immediately and will be immediately removed from their current clinical rotation.

Option #2 - Elect to continue in the Advanced Medical Imaging Program realizing that there may be possible restrictions implemented by my clinical sites.

- ☐ If the student so decides, they may continue in the Program under the following conditions:
 - ☐ The student shall not remain in the scan room during actual data acquisition or scanning.
 - ☐ The student shall participate in all scheduled clinical rotation areas as assigned.
 - ☐ Absences due to pregnancy are governed by the Attendance and Medical Leave of Absences policy.

Option #3 – Elect to continue in the Advanced Medical Imaging Program without any program modifications assuming all responsibility to you and your fetus' health.

- ☐ By choosing this option, the student implies acknowledgement that she has chosen to disregard the recommendations made by the ACR and the Program and that she is assuming responsibility for all potential risks and related complications.

Option #4 – Withdraw the Declaration of Pregnancy Form

- ☐ By choosing this option, the student acknowledges that their declaration of pregnancy is hereby officially withdrawn. The student implies acknowledgement that they are assuming responsibility for all potential risks and related complications.

Pregnancy Form – Magnetic Resonance Imaging

Officially, I am declaring my pregnancy to the AMIT program faculty member. I the undersigned do hereby acknowledge that I have been counseled regarding the possible health risks to my unborn fetus and my option to either withdraw or continue in the program in full accordance with the Advanced Medical Imaging Technology Program written Magnetic Resonance Imaging Pregnancy Policy.

Below, I have indicated the option I choose to select:

_____ I elect to withdraw from the Advanced Medical Imaging Technology Program.

Signature

Date

_____ I elect to continue in the Advanced Medical Imaging Program realizing that there may be possible restrictions implemented by my clinical sites.

Signature

Date

_____ I elect to continue in the Advanced Medical Imaging Program without any program modifications assuming all responsibility to me and my fetus' health.

Signature

Date

_____ Effective immediately, I am officially withdrawing my declaration of pregnancy.

Signature

Date

As the Program Director, I have reviewed the possible health risks with the student and have confirmed her program withdraw or continuation as signed above.

Signature

Date

Appendix C: Declaration of Pregnancy - Nuclear Medicine

To: Radiation Safety Office (ML 0591; Fax 558-9905)

Medical Science Building, Suite 5402
231 Albert Sabin Way
Cincinnati, OH 45267-0591

Date (of declaration): _____

From (your name): _____

This completed form is being submitted today to the University of Radiation Safety Office and is the official notification to the University of Cincinnati Radiation Control and Safety Program that I am pregnant.

I understand this declaration of pregnancy is a personal choice and optional under the University of Cincinnati's Radiation Control and Safety Program. I understand that during the period of pregnancy declaration my occupationally allowed radiation dose will be reduced to 500 millirem to the fetus. I understand, again because of personal choice, I may "undeclare" my pregnancy, in writing, at any time.

I provide the following information to ensure regulatory requirements are met and to assist in determining if additional monitoring or special precautions are necessary.

Information Regarding My experience to Ionizing Radiation

☐ I work with radioactive material under the supervision of (AU(s) name)

☐ Radionuclides I will be using or have used during my pregnancy

☐ I work with radiation generating equipment (RGE) under supervision of

☐ RGE I will be using or have used during my pregnancy

- ☐ I am exposed to radiation from the following radionuclide(s) or RGE, but I am not currently working with them

Information Regarding My Pregnancy

My estimated date of conception is: _____

My delivery Date is on (or about): _____

Information Regarding My Dosimetry

- ☐ I currently am issued the following personnel monitoring dosimetry.

[] 1 whole body dosimeter

[] 2 whole body dosimeter

[] hand (ring) dosimeters

[] I will personally pick up my badge

[] Deliver my badge with my department badges

- ☐ I currently am not issued any radiation monitoring dosimetry

For any questions, call me at my work number _____

or home number _____

I am aware the Radiation Safety Office has copies of NRC regulatory guide 8.13 "Instruction Concerning Prenatal Radiation Exposure" that I may review and I can also obtain a copy from the NRC website, <http://www.nrc.gov/> I understand I may speak with a member of the Radiation Safety Office about my radiation exposure and the Radiation Safety Officer encourages me to make an appointment to speak to someone from the Radiation Safety Office as soon as possible if I have any questions or concerns.

RS FORM 33 (5/15)

Pregnancy Form – Nuclear Medicine Technology

I, the undersigned, do hereby acknowledge that I have been counseled regarding the possible health risks to my unborn fetus and my option to either withdraw or continue in the program in full accordance with the Advanced Medical Imaging Technology Program written Pregnancy Policy.

Below, I have indicated the option I choose to select:

_____ 1. I elect to withdraw from the Advanced Medical Imaging Technology Program in order to protect my unborn fetus from any unnecessary radiation exposure.

Signature

Date

_____ 2. I elect to continue in the Advanced Medical Imaging Program realizing that my radiation exposure may exceed the maximum permissible dose of 0.5 rem during the entire gestation period and do so at my own risk.

Signature

Date

Appendix D: Release & Indemnity in Connection with a Student Trip, Outings and/or Activities

As a member or guest of the Advanced Medical Imaging Technology Student Organization, I will participate in the _____ at _____ on _____.

The risks associated with this activity include, but are not limited to:

I agree to the following:

- 1) I (we) voluntarily accept and assume the risk for any injury I may receive as a result of my participation in the above-described activity(ies).
- 2) I (we) release the University of Cincinnati, Advanced Medical Imaging Technology Student Organization, and their trustees, officers, employees, and agents from all liability or any injury I may receive as a result of my participation in the above described activity(ies) and agree to hold them harmless and indemnify them for any claim made against them by virtue of my conduct in connection with my participation in the above described activity(ies).
- 3) I (we) acknowledge that the University recommends that I (we) obtain (our) own insurance coverage (i.e., student health plan, family coverage, etc.)

Signature of Participant

Birthdate

Print Name

Signature of Parent or Legal Guardian

**Persons who are 18 years of age or older may sign this waiver without any accompanying signatures of parent or guardian*

Name of Participant: _____

Insurance Information

___ Yes, I have my own full medical insurance coverage or am cover by my parents' or guardians' medical insurance policy.

Carrier: _____

Policy Number: _____

Please list special needs:

Medical:

Allergies:

Medications:

Dietary:

Emergency Information

In case of emergency, please contact _____

Relationship _____

Home Phone: _____

Work Phone: _____

Appendix E: Essential Functions for Advanced Medical Imaging Technology DL Program

Essential skills and requirements reflect the necessary knowledge, critical thinking skills and abilities, and interpersonal competence necessary to graduate as an entry-level Imaging technologist. Students must be able to perform the following tasks (with or without reasonable accommodation) safely, reliably, and efficiently in accordance with legal and ethical standards throughout the online health information management education at UC:

- A. Participate in the online classroom approximately 8 – 10 hours per week and have the ability to sit and maintain upright posture for several hours at a time.
- B. Have the intellectual skills to recall and comprehend large amounts of information and apply it within a healthcare setting.
- C. Have competence in computer use sufficient to participate in a fully online classroom which includes competence with Zoom, Canvas, Microsoft Word, Excel, and PowerPoint.
- D. Able to participate fully in online classroom activities which includes developing narrated Kaltura videos for discussion boards and assignments, group projects, interviews, and written assignments.
- E. Able to share your identity within the cyber classroom (video, audio, name).
- F. Demonstrate management skills, including planning, organizing, supervising, delegating, and working as the member of a team.
- G. Commit to lifelong professional growth and development in medical imaging.
- H. Uphold the integrity and professionalism of the medical imaging field as well as this program that all quizzes, examinations, discussion boards, and assignments will be completed by the student and agrees to this by reading and signing the University of Cincinnati College of Allied Health Sciences Honor Code document.

Certain disabilities can interfere with a student's ability to complete the program of study and acquire essential functions necessary to be an effective medical imaging technologist. A student who feels they have such a disability is required to register with the Disability Services Office – (513) 556-6823. Reasonable accommodations can be made to compensate from some, but not all, limitations. Students should be aware that those limitations that interfere with the student to be able to complete all competency related activities within the online classroom may be incompatible with continuance in the online program.

A student who is unable to fulfill the essential functions may be dismissed from the program. Students will be required to sign this form stating they are able to fulfill the essential functions on a yearly basis.

Student Name/Signature

Date

Appendix F: Academic Misconduct Notification & Resolution Forms

University of Cincinnati Academic Misconduct Notification Form

**This form must be sent within 10 days of discovering the academic misconduct violation.*

**Days = Excludes weekends, holidays, term breaks, anytime the university is closed/classes are not in session.*

Student Name: _____ Instructor Name: _____

Student M#: _____ Instructor Email: _____

Student Email: _____ Instructor Office Location: _____

Date _____ of _____ Alleged _____ Violation: _____
Course _____ Name/Number: _____
Term: _____

Alleged Violation:

- ☐ Aiding/Abetting
- ☐ Cheating
- ☐ Fabrication
- ☐ Plagiarism
- ☐ Violating Professional Standards/Codes

Description of Alleged Misconduct: (include date, location, and a detailed description of the alleged misconduct)

☐ Additional Incident Information Attached

Review Meeting:

- To review and resolve this matter, the student listed above must meet with the Instructor on the following date and time: _____ at the following location _____.
- If the proposed date, time, or location conflicts with the student's schedule, please contact the Instructor noted on this form for an alternative meeting date, time, or location.
- The student may choose to have an Adviser with them at this meeting.

Adviser Rules:

- The Adviser may consult with the student verbally or in writing in a quiet, non-disruptive manner, but may not participate as a spokesperson or vocal advocate in meetings or hearings.
- Students are required to notify the College Conduct Administrator **72 hours** prior to any meetings or hearings if the Adviser is an attorney and plans to attend the hearing and/or meeting.

- The Conduct Process will not be delayed to accommodate an Adviser's schedule.
- An Adviser may not be present in lieu of a student who does not attend the meeting or hearing.

Review Meeting Outcome:

After the Review Meeting, the Instructor will have 5 days to either:

- Provide written notice to the student that the allegation(s) has been dismissed and the case will be considered resolved, **OR**
- Move forward with the allegation(s) and provide a Resolution Form to the student outlining the alleged misconduct violation(s) and proposed sanction(s).

Student Code of Conduct (SCOC): This matter will be resolved pursuant to the provisions set forth in the SCOC. It is the student's responsibility to review the SCOC and understand the student's rights and obligations under the SCOC.

University of Cincinnati Academic Misconduct Resolution Form

**This form must be sent to the Instructor within 5 days.*

**Days = Excludes weekends, holidays, term breaks, anytime the university is closed/classes are not in session.*

Student Name: _____ **Instructor Name:** _____

Student M#: _____ **Instructor Email:** _____

Student Email: _____ **Instructor Office Location:** _____

Date of Alleged Violation: _____

Course Name/Number: _____

Term: _____

Alleged Violation:

- ☐ Aiding/Abetting
- ☐ Cheating
- ☐ Fabrication
- ☐ Plagiarism
- ☐ Violating Professional Standards/Codes

Based on the information known to the above named Instructor, the Instructor finds you responsible for academic misconduct. Below please find the Instructor's recommended sanctions and your options for resolving this matter.

Instructor's Recommended Sanction(s) (NOTE: please refer to the SCOC for a full description for each sanction):

- ☐ **Educational Sanction(s):** Please contact your College's Conduct Administrator or the Office of Student Conduct & Community Standards (513-556-6814; Conduct@uc.edu) for questions/more information.
- ☐ Decision Making Seminar
 - ☐ Behavioral Modification Course – *There is a \$25 fee to register for the course*
 - ☐ Academic Misconduct Module
 - ☐ Addendum
 - ☐ Reflection Paper
- ☐ **Academic Action –**
- ☐ Altering a grade: _____
 - ☐ Assigning a failing grade for the assignment
 - ☐ Assigning a failing grade for the examination
 - ☐ Assigning a failing grade for the course
- ☐ **Academic Reprimand –** Written warning
- ☐ **Academic Probation –** Imposes specific restrictions/extra requirements on a student
- ☐ Stipulations of Probation: _____
 - ☐ End Date of Probation: _____
- ☐ **College Suspension –** Prohibited from attending/enrolling in courses within the college for a specified time.
- ☐ End Date of Suspension: _____
- ☐ **University Suspension –** Prohibited from attending the university and being present without permission from the Director of Student Conduct & Community Standards.
- ☐ End Date of Suspension: _____
- ☐ **College Expulsion –** Permanently prohibits student from attending and/or enrolling in classes in a particular college.
- ☐ **University Expulsion –** Permanently prohibits student from enrolling, attending, or being recognized by the university, and from being present at university events, or on university owned/leased/controlled property.

Student: Please check the applicable boxes below.

- ☐ **I accept responsibility for the alleged violation(s) and agree to the sanction(s).**
- ☐ **I accept responsibility for the alleged violation(s), but challenge the sanction(s) and request my case be resolved using the College Hearing Panel.**
- ☐ **I deny responsibility for the alleged violation(s), and request that my case be resolved using the College Hearing Panel.**

**FAILURE TO RESPOND TO THIS FORM MAY RESULT IN THE ALLEGATION(S) AND VIOLATION(S) BEING ACCEPTED AS TRUE, AND THE SANCTION(S) BECOMING FINAL.*

By signing below, I acknowledge that the information above was shared with me, and I have made my decision voluntarily.

Student Signature: _____ **Date:** _____

Student Contract

Advanced Medical Imaging Technology Program

I have read the Advanced Medical Imaging Technology Student Handbook, the University of Cincinnati Student Code of Conduct, and the professional codes of conduct and ethics. I agree to the rules, regulations and standards set forth by the Advanced Medical Imaging Technology Program, the College of Allied Health Sciences, and the University of Cincinnati. I understand that failure to comply with Program, College, and University rules and regulations have a negative consequence and may include academic sanctions up to expulsion from the university. Furthermore, I understand that failure to comply with professional codes of conduct and ethics may render me ineligible for nationally administered board examinations.

I understand that I must read and understand the AMIT student handbook, the University of Cincinnati Student Code of Conduct, and the professional codes of conduct and ethics before I will be allowed to participate in my clinical education. Faculty will answer questions I have regarding their content.

Furthermore, I agree to be timely for class and clinical rotations, will do what is asked of me to the best of my abilities, and I will take charge of both my clinical and classroom education. This includes but is not limited to making sure correct grades are submitted for each course, courses needed for graduation are completed with the grades submitted to the Registrar's Office, and proper paperwork is submitted in a timely manner.

I will prepare myself to the best of my abilities for the nationally administered board examinations of the modalities I have chosen/been assigned. I will complete all tasks necessary to obtain board eligibility in each modality I pursue.

I agree to abide by the University of Cincinnati's Integrity Policy. While the following list is not comprehensive, certain behaviors are unacceptable and it is important that it is clear that the following activities may result in one's immediate dismissal from the program I also commit to preparing for the nationally administered board examinations associated with the modalities I pursue and completing all requirements necessary for board eligibility.

I agree to abide by the AMIT Program Integrity Policy. The following examples, while not all-inclusive, represent serious violations of program and university standards and may result

in immediate dismissal. Please initial each statement to acknowledge that you have read, understood, and agree to comply with these expectations.

- _____ Falsifying or altering University, College, Program, and/or Affiliate records Including, but not limited to clinical time documentation in Trajecsys, clinical competency completion, and evaluations.
- _____ Plagiarism.
- _____ Obtaining answers/solutions on journals, homework, clinical competencies, quizzes, exams, or other assignments from other students or AI.
- _____ Bullying, coercing, harassing, or making unreasonable demands of other students.
- _____ Beginning quizzes or examinations at any time other than the time one is supposed to begin the assignment.
- _____ Using notes, PowerPoints, classmates, or other sources of information to complete a test, quiz, or assignment unless it is permitted to do so.
- _____ Manufacturing, distribution, selling, using, offering for sale, possessing, buying, or attempting to buy or distribute and drug or narcotic in an illegal manner.
- _____ Attending class or clinical rotations while under the influence of alcohol, illegal drugs, or narcotics. Legally prescribed drugs are acceptable when used in the manner prescribed by a licensed physician and the effects of the drugs do not impair the students' judgment or physical activities.
- _____ Failure to comply with a university or affiliate official, security personnel, or law enforcement officer acting in the performance of their duty.
- _____ Intentionally or unintentionally harming, threatening to harm, or intimidating university or affiliate personnel or fellow classmates.
- _____ Intentionally or unintentionally harming, threatening to harm, or intimidating patients, their families or guests or fellow classmates.
- _____ Theft.
- _____ Failure to show up in a timely and consistent manner for clinical rotations. No more than three late arrivals per semester are acceptable.
- _____ Leaving a clinical rotation early without permission.

- _____ Failing to comply with the rules, policies, and/or regulations of clinical affiliates.
- _____ Fighting or quarreling with university or affiliate personnel, patients, or their families or guests.
- _____ Committing a crime (felony or misdemeanor) while on university or affiliate property. Committing a felony or misdemeanor at any location may result in the student permanently losing eligibility for board examination.
- _____ Failing to maintain at least a 3.0 grade point average in the program.
- _____ Receiving any grade lower than a “C” in any professional curriculum course.
- _____ Either intentionally or unintentionally causing harm to occur to a patient, patient’s guests, or fellow health care worker either through action, negligence, or omission of action.
- _____ Maintain confidentiality of patient, classmate, and university/clinical site personnel information (e.g., no gossip) and abide by all HIPAA regulations.

In return for my compliance with the rules and regulations set forth in this document, I understand that the faculty and staff of the Advanced Medical Imaging Technology Program will provide the training and education necessary to prepare oneself for the nationally administered board examinations.

My initials above and signature below affirm my complete understanding of this document, and I agree to abide by the rules set forth by this program.

Signature

Date

Print Name