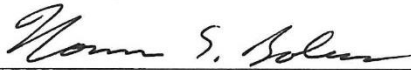


# Clinical and Diagnostic Sciences Health Physics Program 2017-2018



**STUDENT HANDBOOK**

**UAB SCHOOL OF HEALTH PROFESSIONS**  
**DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES**  
**HEALTH PHYSICS PROGRAM**  
**2017-2018 ACADEMIC HANDBOOK**



Norman E. Bolus, MSPH, MPH, CNMY, FSNMMI-TS  
Program Director

7/26/17

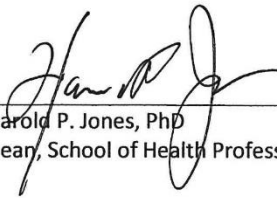
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Janelle M. Chiasera, PhD  
Department Chair

8/9/2017

Date



Harold P. Jones, PhD  
Dean, School of Health Professions

8/15/2017

Date

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## INTRODUCTION

### DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions (SHP), one of the nation's leaders in the health care industry.

We are home to one of the largest health professions schools in the nation with more than 25 programs at the baccalaureate, master's, and doctoral levels with over 2,000 undergraduate and graduate students enrolled. The School of Health Professions is part of UAB's thriving academic health center. As one of our students, you will have the opportunity to work side-by-side with world-renowned researchers and faculty, utilize advanced technologies and experience cutting-edge approaches to clinical treatment.

We understand that healthcare needs are constantly changing. That is why we continue to add innovative programs such as Biotechnology, Genetic Counseling, our one-of-a-kind Low Vision Rehabilitation graduate certificate, Healthcare Quality and Safety, Ph.D. in Rehabilitation Science, and a Master's in Biomedical and Health Sciences, which can be completed within eleven months. Our newest program is Health Physics, and we have many other well-established curriculums.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registration, and enjoy being in high demand within the job market. Our first-time student exam pass rate on credentialing exams is an astounding 98 percent.

All of our programs with rankings reside among the nation's top 25 of the *U.S. News and World Report*. We continue to be rated at the top of the list in research funding from the National Institutes of Health, and SHP is the only school in the country to house both an NIH-funded Nutrition and Obesity Research Center and an NIH Diabetes Research and Training Center.

Graduating from SHP means you will have acquired an esteemed degree, enjoy choosing among a host of job options in healthcare, an industry that continues to grow rapidly, and be well-prepared to make a difference in your field.

Our alumni give advice to current students that is worth repeating: 'be a sponge, learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/ life balance'. I look forward to seeing you grow in your respective field and watching you become the professional we know you can be.

Harold P. Jones, PhD  
Dean, UAB School of Health Professions



## OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is the largest academic institution of its type in the United States and currently boasts nationally ranked programs. What began in the 1950's as a collection of courses in various para-professional disciplines has grown into an internationally recognized center of academic excellence.

The SHP initially took shape in 1969 as UAB gained autonomy within the University of Alabama System. Originally christened the School of Community and Allied Health Resources (SCAHR), the school incorporated the School of Health Services Administration and the Division of Allied Health Sciences from the College of General Studies with parts of the Department of Public Health and Epidemiology from the medical school. An innovative facility designed to meet the growing needs of the health care industry, the SCAHR was divided into four academic divisions that functioned like regular academic departments: Health Services Administration, Public Health and Environment, Allied Health Sciences, and the Regional Technical Institute for Health Occupations.

Throughout the 1970's and 80's the school's offerings were amended to reflect the changing health care industry. As a result of the changes, SCAHR became the School of Public and Allied Health (SPAHL). Next it became the School of Community and Allied Health (SCAH) and later the School of Health Related Professions (SHRP). During this time, the school added several new areas of study including the consistently nationally ranked program in Nutrition Sciences.

Dr. Harold Jones became the school's dean in 2001. Through his visionary leadership and guidance the school is experiencing unparalleled success. Up until that time, the SHRP's programs were housed in various locations throughout the UAB campus. However, in the spring of 2002, many of the classrooms, laboratories and faculty offices moved to the newly completed School of Health Professions Building (SHPB). This was the first building dedicated to housing health related programs since their original grouping more than 30 years prior.

Today, the school is the School of Health Professions, and is comprised of more than 25 programs – at the baccalaureate, master's and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the School of Health Professions Building (SHPB).

With more than 2,200 faculty, staff, and students, SHP is one of six schools comprising the world-renowned UAB Academic Health Center. Students have access to vast academic resources, state-of-the-art facilities, and progressive research.

SHP is proud of many accomplishments including:

- U.S. News & World Report ranks SHP programs in the nation's top 25
- Research funding is over \$14 million and growing
- The school is at the top of the list in research funding from the National Institutes of Health for schools of its type and has been either first or second in funding received since 1969

## **OFFICE FOR STUDENT RECRUITMENT, ENGAGEMENT AND SUCCESS (OSRES)**

The SHP Office for Student Recruitment, Engagement and Success (OSRES) supports UAB's mission and values with a focus on achievement, collaboration and diversity. It furthers the School of Health Professions' mission to be a leader shaping the future of healthcare by recruiting the best and brightest to SHP; developing students to impact the campus and communities; and graduating tomorrow's healthcare leaders. Guided by these commitments, the OSRES provides support to all students through a number of programs including the following:

- Academic Coaching
- Tutoring and Supplemental Instruction
- Campus Resource Referral
- Management of school-wide Scholarships in SHP

The OSRES also coordinates the School of Health Professions Student Affairs Committee (SAC.) SAC is responsible for student activities, services, programs, organizations, policies and procedures consistent with the university's non-academic conduct policies. Subcommittees of SAC include the following:

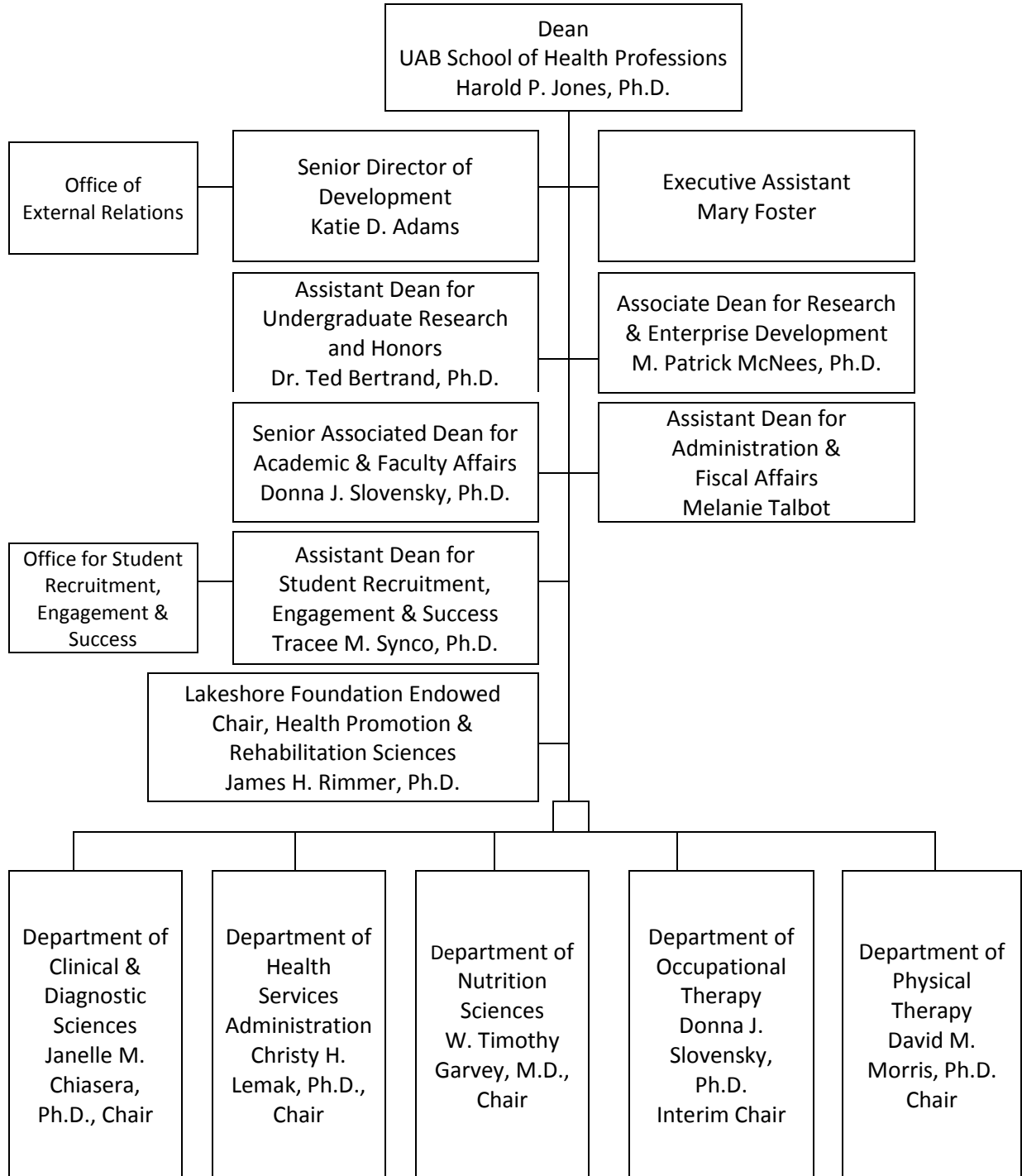
- Homecoming
- Orientation
- Student Activities
- Non Academic Misconduct/ Breaches in Professional Behaviors

Additionally, the OSRES team recognizes that with classes and labs, internships, and studying, students have particularly demanding schedules. In response, we bring resources to you and serve as liaison between SHP and university departments across student services.

The team at OSRES is here to support students. We have an open-door policy and encourage students to connect. Students should feel free to drop-by, no appointment needed; call, email or schedule a meeting. We are here to help students in the School of Health Professions make the most of their UAB experience.

**OSRES** - Location: SHPB 230 Telephone: 205-934-4195 or 205-934-4194 Email: [shp@uab.edu](mailto:shp@uab.edu)

## SCHOOL OF HEALTH PROFESSIONS ORGANIZATIONAL CHART - 2017-2018



## SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

### ACADEMIC CALENDAR

All dates related to registration, payments of tuition and fees, drop/add dates, other administrative requirements, and official school holidays are recorded on the UAB Academic Calendar available at [www.uab.edu/academiccalendar](http://www.uab.edu/academiccalendar).

### ACADEMIC HONOR CODE (UAB)

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter.

Academic dishonesty includes, but is not limited to, the following categories of behavior:

**ABETTING** is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.

**CHEATING** is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.

**PLAGIARISM** means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person's ideas.

**FABRICATION** means presenting falsified data, citations, or quotations as genuine.

**MISREPRESENTATION** is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment, to an F in the course, to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student's performance prior to withdrawal if the violation is substantiated.

For more information go to: [www.uab.edu/students/one-stop/policies/academic-honor-code](http://www.uab.edu/students/one-stop/policies/academic-honor-code)

## ASKIT

AskIT is the technology help desk for faculty, staff, and students. They provide free support via telephone, email, or in-person. You will be asked to supply your BlazerID when you request assistance.

Phone: (205) 996-5555 Email: [askit@uab.edu](mailto:askit@uab.edu) Website: [https://uabprod.service-now.com/ess\\_portal/home.do](https://uabprod.service-now.com/ess_portal/home.do)

## ATTENDANCE

Class attendance is expected in all SHP programs. Specific class, laboratory or clinical site attendance requirements may be more stringent than university guidelines. Refer to the program requirements in this handbook and in course syllabi for policies. The UAB policy for undergraduates follows.

The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and in those instances requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

Absences due to jury or military duty provided that official documentation has been provided to the instructor in a timely manner in advance.

Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences" provided students give their instructors notice of a disability-related absence in advance or as soon as possible.

Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:

Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.

If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.

Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.

## AWARDS AND HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for following awards or society memberships.

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of his or her academic and non-academic achievements.
- Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A), and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.
- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.
- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student’s academic activities. Nominations are made by program directors.
- Dean’s Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.
- Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

Please refer to the program section of this handbook for awards and honors available to students in individual programs.

## BACKGROUND CHECK

SHP students are required by policy, to undergo a background check using the school’s approved vendor, CastleBranch [www.castlebranch.com](http://www.castlebranch.com), at the time of program admission, and again, prior to placement in a clinical rotation. Instructions for requesting the background check and appropriate consent forms are provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

## BLAZERID / BLAZERNET / EMAIL

**BLAZERID:** All students receive a unique identifier, the BlazerID, established at: [www.uab.edu/blazerid](http://www.uab.edu/blazerid). Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one’s BlazerID, select “Activate Accounts.”

**BlazerNET** is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page [www.uab.edu](http://www.uab.edu) then choose UAB Quicklinks.

**Email: uab.edu** Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information and announcements. UAB student email is provided through Microsoft Office 365, a cloud based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

## **BLAZER EXPRESS**

The UAB Blazer Express Transit System provides transportation throughout the UAB campus. With a valid UAB ID badge, students can enjoy fare-free bus transportation. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to [www.uab.edu/blazerexpress/](http://www.uab.edu/blazerexpress/).

## **BOOKSTORES**

Two bookstores are located on the UAB campus, both offering a wide variety of products and services to students, including online purchasing and shipping. Both bookstores stock UAB memorabilia and college wear in addition to all required textbooks and course material.

### **UAB BARNES AND NOBLE BOOKSTORE**

Location: 1400 University Blvd, 35233

Hours: M – F 9:00 a.m. – 5:00 p.m.; Sat 7:00 a.m. – 6:30 p.m.; Sun --Closed

Telephone: (205) 996-2665 Website: <http://uab.bncollege.com>

### **SNOOZY'S BOOKSTORE**

Location: 1321 10<sup>th</sup> Avenue South

Hours: M – F 7:45 a.m. – 6:00 p.m.; Sat 10:00 a.m. – 2:00 p.m.; Sun - Closed

Telephone: (205) 328-2665 Fax: (205) 933-2229

Email: [info@snoozysbookstore.com](mailto:info@snoozysbookstore.com) Website: [www.snoozysbookstore.com](http://www.snoozysbookstore.com)

## **CAMPUS ONECARD**

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library checkout, and other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available at [www.uab.edu/onecard](http://www.uab.edu/onecard).

## **CAMPUS MAP**

UAB's campus map can be found at the following: [www.uab.edu/map/](http://www.uab.edu/map/)

## **CANVAS LEARNING MANAGEMENT SYSTEM**

The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites are accessed through BlazerNET or at [www.uab.edu/elearning/canvas](http://www.uab.edu/elearning/canvas). Students should monitor their course sites routinely for communication from faculty and manage course assignments.

## COUNSELING SERVICES

The Counseling and Wellness Center offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. The Center is located in Student Health and Wellness Center at 1714 9<sup>th</sup> Ave. South. For more information, call 205-934-5816 or [www.uab.edu/studenthealth/counseling](http://www.uab.edu/studenthealth/counseling)

## STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)

Student Advocacy, Rights and Conduct (SARC) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students' behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. The UAB student conduct code may be accessed online: <http://www.uab.edu/students/sarc/services/student-conduct-code>

## DISABILITY SUPPORT SERVICES (DSS)

"DSS provides an accessible university experience through collaboration with UAB partners. These partnerships create a campus where individuals with disabilities have equal access to programs, activities, and opportunities by identifying and removing barriers, providing individualized services, and facilitating accommodations."

"DSS serves as the university-appointed office charged with providing institution-wide advisement, consultation, and training on disability-related topics which include legal and regulatory compliance, universal design, and disability scholarship."

To apply for accommodations contact DSS. **Note:** *You must have your Blazer ID and password.*

Telephone: (205) 934-4205 or (205) 934-4248 (TDD) Fax: (205) 934-8170

Email: [dss@uab.edu](mailto:dss@uab.edu) Website: [www.uab.edu/students/disability/](http://www.uab.edu/students/disability/)

## DRUG SCREENING

By policy, SHP students are required to undergo a routine drug screen using the school's approved vendor, CastleBranch [www.castlebranch.com](http://www.castlebranch.com), at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements. The Office for Student Recruitment, Engagement and Success (OSRES) manages the procedures and compliance for the school. If you have questions, contact them at (205) 934-4194 or [shp@uab.edu](mailto:shp@uab.edu) or visit room 230 in the School of Health Professions Building. For more information visit: <http://www.uab.edu/shp/home/about-shp/student-services>

## EMERGENCIES

Report suspicious or threatening activity to the UAB Police Department immediately. Law officers are available 24 hours, seven days a week. Also, more than 300 emergency blue light telephones connected directly to the police dispatch are located throughout campus.

**UAB Police:** Dial 911 *from a campus phone* or call: 934-3535; 934-HELP (4357); or 934-4434

Emergencies affecting campus are communicated via the following:

Weather & Emergency Hotline: (205) 934-2165 • University home web page: [www.uab.edu](http://www.uab.edu)

• Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)

• Announcements on BlazerNET



- Twitter@UABALERT: [www.twitter.com/uabalert](http://www.twitter.com/uabalert) • [facebook.com/UABALERT](http://facebook.com/UABALERT)
- Cell phone messages and SMS text – register for B-ALERT notices via [www.uab.edu/balert](http://www.uab.edu/balert)

## DIVERSITY, EQUITY AND INCLUSION (DEI)

The mission of DEI is to “... champion equity and inclusion and, in particular, to advocate for inclusive excellence and equity so that UAB students, faculty, staff, community partners and friends can flourish and excel.” Inspired by “... what we value, what we learn from research and what we teach and share with the world.” DEI’s goal is “... to inspire our people to take a courageous step to inspire equity and inclusive excellence throughout our state, nation and world, every day.” Dr. Paulette Patterson Dilworth is the Vice President responsible for the activities of this office. Information: <http://www.uab.edu/dei/>

## FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites:

<https://sa.uab.edu/enrollmentservices/ferpa/>; If you have questions or concerns about FERPA issues, you may email [FERPA@uab.edu](mailto:FERPA@uab.edu), or contact the SHP Office for Student Recruitment, Engagement and Success.

## FINANCIAL AID

Located at 1700 University Blvd., Lister Hill Library, Room G20. Hours of Operation are from 8:00 am to 5:00 pm Monday thru Friday. Phone: (205) 934-8223; Fax: (205) 975-6168. Additional information can be located on the website [www.uab.edu/students/paying-for-UAB](http://www.uab.edu/students/paying-for-UAB).

## FOOD SERVICES

Dining facilities available on campus, closest to the SHP buildings include:

- Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center
- Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Hours vary per semester.

Vending machines are located in the basement of the Learning Resource Center and on the 6<sup>th</sup> floor of the Webb Building. Additional information about meal plans and campus dining facilities is available at [www.uab.edu/dining](http://www.uab.edu/dining).

## GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master’s specialist programs, and master’s level programs. Graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at [www.uab.edu/graduate/](http://www.uab.edu/graduate/).

## GRADUATION

All students must complete an application for degree six months prior to graduating. For more information and important deadlines please go to [www.uab.edu/commencement/degree-applications](http://www.uab.edu/commencement/degree-applications). SHP holds a special commencement ceremony for graduates in the professional masters programs in the spring and fall semesters. The SHP ceremonies are scheduled on the Friday afternoon prior to the

university commencement ceremonies being held the next morning on Saturday. The University holds commencement every semester. Check the commencement website for the most current information: <http://www.uab.edu/commencement/>

## **STUDENT HEALTH AND WELLNESS**

The University provides prevention, counseling, and treatment services to students through the UAB Student Health and Wellness located at 1714 9<sup>th</sup> Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Friday, but is closed between noon and 1:00 p.m. daily. Detailed information about services and operating practices is located on the SHS website at [www.uab.edu/studenthealth](http://www.uab.edu/studenthealth). Appointments may be scheduled by calling 205-934-3581.

### **MEDICAL CLEARANCE**

SHP students are required to receive medical clearance at the time of program admission. UAB Student Health and Wellness utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health and Wellness website: [www.uab.edu/students/health/medical-clearance/immunizations](http://www.uab.edu/students/health/medical-clearance/immunizations).

## **HIPAA TRAINING**

The Health Insurance Portability and Accountability Act includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at [www.uab.edu/learningsystem](http://www.uab.edu/learningsystem). Compliance with the training requirement is monitored monthly. Students who have not completed the training are reported to the Office for Student Recruitment, Engagement, and Success for follow-up with the appropriate program director.

## **INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)**

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the IRB website [www.uab.edu/irb](http://www.uab.edu/irb)

## **INTELLECTUAL PROPERTY**

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. Training materials defining inventor status, patent criteria, and other intellectual property issues is available at [www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx](http://www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx).

## **LACTATION CENTERS**

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at [www.uab.edu/women/resources/campus-lactation-centers](http://www.uab.edu/women/resources/campus-lactation-centers).

## **LIBRARIES AND LEARNING RESOURCE CENTER**

UAB's libraries house excellent collections of books, periodicals, microforms, and other media. Have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation.

### **Learning Resource Center (LRC)**

The School of Health Professions Learning Resource Center (LRC) provides a unique set of enterprise solutions that promote an exciting, intriguing and innovative learning environment. It provides a state-of-the-art media studio; audio/visual support; and information technology management of public, classroom and testing labs. Web: <http://www.uab.edu/lrc/>

Located: 1714 9<sup>th</sup> Avenue S. Phone: (205) 934-5146 Email: [shplrc@uab.edu](mailto:shplrc@uab.edu)

Hours: Monday – Thursday 7:00 am – 8 pm; Friday 7 am – 5:30 pm; closed weekends

### **Lister Hill Library of the Health Sciences**

This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold “office hours” in the Learning Resource Center weekly.

Location: 1700 University Boulevard Phone: (205) 934-2230

Website: [www.uab.edu/lister/](http://www.uab.edu/lister/)

### **Mervyn H. Sterne Library**

A collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences.

Location: 913 13<sup>th</sup> Street South Website: [www.mhsl.uab.edu](http://www.mhsl.uab.edu)

Phone: (205) 934-6364 (Reference) (205) 934-4338 (User Services)

## **ONESTOP STUDENT SERVICES**

If you have questions or need assistance with an academic or administrative process, the UAB OneStop is where to go! Advisers will help you solve your problem or do the legwork for you if another UAB resource is needed. OneStop is located in the Hill Student Center 1400 University Blvd. You may contact the OneStop office by phone or email at (205) 934-4300; 855-UAB-1STP; (855) 822-1787.

[onestop@uab.edu](mailto:onestop@uab.edu). Additional information is available at [www.uab.edu/onestop](http://www.uab.edu/onestop).

## **PARKING**

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8<sup>th</sup> Street South. The office is open Monday – Friday from 7:30 a.m. – 5:00 p.m. Parking is allocated on a first-come, first-served basis. Parking fees are established by location, payable by semester or year, and are billed to the student’s account. Additional information is available at [www.uab.edu/parking](http://www.uab.edu/parking).

## **PATIENT CARE PARTNERSHIP**

Students in health professions programs learn general information about the health care industry as well as knowledge and skills specific to their chosen profession. The American Hospital Association (AHA) ([www.aha.org](http://www.aha.org)) is an excellent resource for industry information. One role fulfilled by the AHA is that of patient advocate. The Patient Care Partnership brochure (link below) outlines rights and responsibilities of patients during hospital stays.

[www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html](http://www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html).

## PLAGIARISM AND TURNITIN

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see Grievance Procedures for Violations of Academic Standards). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software. Please note that all documents submitted to *Turnitin.com* are added to their database of papers that is used to screen future assignments for plagiarism.

## RECREATION CENTER

The campus Recreation Center, located at 1501 University Blvd, Birmingham, AL 35294, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track. Check the website for information about hours and services at [www.uab.edu/campusrecreation](http://www.uab.edu/campusrecreation).

## SCHOLARSHIPS: BLAZER SCHOLARSHIP MANAGEMENT AND RESOURCE TOOL (B-SMART)

The OSRES manages the School of Health Professions' scholarship offerings and will send reminders to students when applications are open. Visit B Smart and start an application to automatically be considered for scholarship opportunities in SHP.

OSRES manages the following:

*National Alumni Society Dean's Scholarship* – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student.

*Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship* – Funding for students enrolled in SHP programs with GPA 3.0 or above and unmet financial need. Student must be a resident of the state of Alabama at the time of enrollment.

*Lettie Pate Whitehead Foundation Scholarship* – Funding for female students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need.

*Matthew F. McNulty Jr. Health Services Emergency Loan* – Students enrolled in any SHP program may apply for this low interest loan to address emergencies. Loan amounts are variable based on need.

*SHP Dean's Scholarship* – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need.

*Sandra Dunning Huechtker Endowed Memorial Award* – Funding for students enrolled in SHP program with GPA 3.0 or above and unmet financial need.

You must visit B-SMART <http://www.uab.edu/students/paying-for-college/> to apply.

Many programs in SHP also have scholarships available to currently enrolled students. Please see the program section of this handbook for that information.

## SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. The School's official sites are the following:

- Twitter: [https://twitter.com/uab\\_shp](https://twitter.com/uab_shp)
- Vimeo: <http://vimeo.com/uabshp>
- Facebook: [www.facebook.com/UABSHP](http://www.facebook.com/UABSHP)
- LinkedIn: [www.linkedin.com/groups?gid=3596638](http://www.linkedin.com/groups?gid=3596638)
- YouTube: [www.youtube.com/uabshp](http://www.youtube.com/uabshp)
- Website: [www.uab.edu/shp](http://www.uab.edu/shp)

The School's Academic Affairs Committee published the following guidelines:

The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like provide opportunities to share and explore interests that enrich the higher education learning experience. However, use them with discretion. UAB social media users are expected to act with honesty, integrity, and respect for others.

**Professional Use** - Only UAB employees authorized by their departments may use social networking Web sites to conduct University business. The authorized employee/position will serve as the point of contact for the web site. In keeping with University policy<sup>1</sup>, the authorized employee may post on a social network profile: the University's name, school, department, and/or unit information, a University email address or University telephone number for contact purposes, or post official department information, resources, calendars, and events. The employee should use care that any personal opinions or opposition to the University either by direct statement or perception not be published.

**General Use** - The following guidelines are strongly suggested:

1. Use networking sites legally and appropriately. Consider your personal obligation as a citizen of the university. Use proper conduct in your posts regarding the university and your colleagues/fellow students.
2. Consider the use of a student, staff or faculty member to monitor any departmental social pages. All parties need to understand the guidelines presented.
3. Remember, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world – even if you limit access to your site.
4. Information that you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and the university.
5. Do not post any confidential or sensitive information online.
6. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, law enforcement, and others.
7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and as accurate/factual as you can be in any comments or content you posted online.
8. Potential employers, admissions officers, and scholarship committees often search social networking sites to screen candidates. Your profile will be a part of how others know you.

## TUITION AND FEES

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. They may be paid through BlazerNET. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition. Non-resident tuition is charged for on-site courses such as: clinical practicums, independent study courses, and project courses.

SHP programs have specific fees attached to programs, courses or laboratories. These fees are addressed in the program section of this handbook. Current standard tuition and fees for the School are posted at [www.uab.edu/shp/home/admissions-tuition/tuition](http://www.uab.edu/shp/home/admissions-tuition/tuition).

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at [www.uab.edu/whentopay/](http://www.uab.edu/whentopay/). Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

## WEATHER

Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. Severe weather precautions are published at [www.uab.edu/emergency/preparedness](http://www.uab.edu/emergency/preparedness). Other information sources include:

<ul style="list-style-type: none"><li>• Webpage: <a href="http://www.uab.edu/emergency">www.uab.edu/emergency</a></li></ul>	<ul style="list-style-type: none"><li>• B-ALERT system: <a href="http://www.uab.edu/balert">www.uab.edu/balert</a></li></ul>
<ul style="list-style-type: none"><li>• Hotline: (205)- 934-2165</li></ul>	<ul style="list-style-type: none"><li>• WBHM Radio (90.3 FM)</li></ul>

## WITHDRAWAL FROM COURSE / PROGRAM

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. Please refer to the handbook for additional information.

Check the Academic Calendar for deadlines: <https://www.uab.edu/students/academics/academic-calendar>

## **SECTION 2 – SHP AND UAB POLICIES**

### **SCHOOL OF HEALTH PROFESSIONS POLICIES**

#### **BACKGROUND CHECK AND DRUG SCREEN**

[www.uab.edu/shp/home/images/PDF/SHP\\_Background\\_and\\_Drug\\_Screen\\_Policy05\\_2012.pdf](http://www.uab.edu/shp/home/images/PDF/SHP_Background_and_Drug_Screen_Policy05_2012.pdf)

#### **GRIEVANCE PROCEDURES FOR VIOLATIONS OF ACADEMIC STANDARDS**

[www.uab.edu/shp/home/images/PDF/grievance\\_procedures.pdf](http://www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf)

#### **IMPAIRMENT AND SUBSTANCE ABUSE**

[www.uab.edu/shp/home/images/PDF/shp%20substance%20abuse%20policy.pdf](http://www.uab.edu/shp/home/images/PDF/shp%20substance%20abuse%20policy.pdf)

#### **PLAGIARISM**

[www.uab.edu/shp/home/images/PDF/Plagiarism\\_Policy.pdf](http://www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf)

*Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. All documents submitted to Turnitin.com are added to their database of papers used to screen future assignments for plagiarism.*

### **UAB POLICIES**

#### **CLASSROOM BEHAVIORS**

##### **ATTENDANCE / ABSENCE (UNDERGRADUATE)**

<http://catalog.uab.edu/undergraduate/progresstowarddegree/#enrollmenttext>

#### **HEALTH**

##### **AIDS AND HIV INFECTION**

[www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx](http://www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx)

##### **BODY FLUID EXPOSURE**

[www.uab.edu/humanresources/home/employeehealth/reportingexposures](http://www.uab.edu/humanresources/home/employeehealth/reportingexposures)

##### **IMMUNIZATIONS**

[www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx)

## **SUBSTANCE USE/ABUSE**

### **ALCOHOLIC BEVERAGES, USE AND CONSUMPTION**

[www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx)

### **DRUG FREE CAMPUS (GENERAL POLICY)**

[www.uab.edu/policies/content/Pages/UAB--POL-0000046.aspx](http://www.uab.edu/policies/content/Pages/UAB--POL-0000046.aspx)

Drug-free Campus Policy for Students (Attachments)

Attachment A - [www.uab.edu/policies/content/Pages/UAB--GDL-0000632.aspx](http://www.uab.edu/policies/content/Pages/UAB--GDL-0000632.aspx)

Attachment B - [www.uab.edu/policies/content/Pages/UAB--GDL-0000626.aspx](http://www.uab.edu/policies/content/Pages/UAB--GDL-0000626.aspx)

Attachment B.1 - [www.uab.edu/policies/content/Pages/UAB-AD-GDL-0000627.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-GDL-0000627.aspx)

Attachment C - [www.uab.edu/policies/content/Pages/UAB--GDL-0000628.aspx](http://www.uab.edu/policies/content/Pages/UAB--GDL-0000628.aspx)

### **NONSMOKING**

[www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx](http://www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx)

## **TECHNOLOGY GUIDELINES**

### **COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)**

[www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx](http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx)

### **COMPUTER SOFTWARE COPYING AND USE**

[www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx](http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx)

## **INCLUSIVENESS**

### **EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT**

[www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx](http://www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx)

## **RESEARCH AND SCHOLARLY ACTIVITIES**

### **ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES**

[www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx](http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx)

### **PATENT (INTELLECTUAL PROPERTY)**

[www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx](http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx)

### **FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS**

[www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx](http://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx)

*Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at [www.uab.edu/policies/Pages/default.aspx](http://www.uab.edu/policies/Pages/default.aspx).*



## SECTION 3 – DEPARTMENTAL POLICIES

### DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES (CDS)

#### Welcome

The Department of Clinical and Diagnostic Sciences is comprised of academic programs essential to today's healthcare system. Our programs provide training for future health care professionals in a variety of disciplines ranging from the diagnosis of illness and disease, the administration of advanced treatment therapies, and the performance of vital roles in surgical suites and in outpatient and inpatient healthcare settings. Graduates of our programs are well poised for a wide variety of job opportunities due to the outstanding education received at UAB.

#### About the Department

Comprised of multiple academic programs, the Department of Clinical & Diagnostic Sciences provides training for tomorrow's health care professionals from physician assistants and genetic counselors to nuclear medicine technologists. Students receive hands-on training from renowned faculty while using the tools to prepare them for a career in health care.

#### CDS Professional Development Program

Professional success after graduation requires many skills beyond the discipline specific technical skills that each student will master during their program. The CDS Professional Development Program is designed to provide students with a strong foundation in a variety of non-technical skills such as interpersonal communication and team based care. The program also provides practical instruction in areas such as professional networking and interviewing to enable students to be successful job candidates upon graduation. Each student will be provided with detailed information about the Professional Development Program activities and assignments.

#### Accreditation Information

The accrediting agencies for programs offered by the Department include:

Program	Accreditation
Physician Assistant Studies (PAS)	Accreditation Review Committee for Physician Assistant, Inc. (ARC-PA) <a href="http://www.arc-pa.org/">http://www.arc-pa.org/</a>
Nuclear Medicine Technology (NMT)	Joint Review Committee for Nuclear Medicine Technology (JRCNMT) <a href="http://jrcnmt.org/">http://jrcnmt.org/</a>
Clinical Laboratory Sciences (CLS)	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) <a href="http://www.naacls.org/">http://www.naacls.org/</a>
Genetic Counseling (GC)	Accreditation Council for Genetic Counseling (ACGC) <a href="http://www.gceducation.org">http://www.gceducation.org</a>

## CDS POLICIES

### ACADEMIC PROGRESS

Academic Progress Review is implemented to promote, assist, and maintain student performance. The main purpose is to provide feedback to students regarding their performance and to identify areas of strength and/or weakness in performance or behavior.

Generally speaking, program faculty, and/or the program director, may academically counsel students on a semester-by-semester basis to assess progress in the curriculum and to provide students counseling regarding deficiencies as needed. These meetings may be documented and the student may be required to sign the documentation of the academic progress sessions with associated notes placed in the student's file.

In cases regarding deficiencies, suggestions and/or action plans may be developed in conjunction with the student so as to provide a plan for reversing the deficiencies by a specified timeframe. Such suggestions and/or action plans will be documented and signed (by both faculty and the student) and will be placed in the student's file. If a student does not comply with the suggestions and/or action plan and/or does not meet the deadlines as specified, the student may be dismissed from the program.

### ATTENDANCE AND EXCUSED ABSENCES

#### CDS Attendance Policy

Attendance is mandatory for all classes, lectures, labs, program-related seminars, clinical practice, internships, etc.

Absences are either excused or unexcused and both require timely notification to the course instructor. Students who are absent during clinical practice or an internship must notify both the program clinical practice coordinator/internship coordinator and the clinical practice instructor/clinical internship instructor as soon as possible. Time missed during clinical practice or the internship must be made up and this may result in a delay in graduation.

Below is a list of excused absences recognized by the Department of Clinical and Diagnostic Sciences and UAB:

- Absences due to jury or military duty, provided that official documentation has been provided to the instructor in a timely manner in advance.
- Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences," provided students give their instructors notice of a disability related absence in advance or as soon as possible.
- Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:

- Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.
- If a change in the absence schedule occurs, students are responsible for providing their instructors with advance notification from the sponsoring unit or department.
- Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students.
- Absences due to religious observations provided that students give faculty written notice prior to the drop/add deadline of the term.

In instances resulting in unavoidable absence(s), a student is expected to inform the program office and the associated course instructor in advance of the planned absence. For unforeseen events (car accident or breakdown, injury), the student is expected to notify the program and course instructor at the earliest possible time.

Make-up of missed class information or assignments is the student's responsibility. Make-up of class activities and projects is at the discretion of the course faculty – refer to individual course syllabi for more detailed attendance policies pertaining to the course.

\*NOTE: The program cannot guarantee that all work missed for an excused absence can be made up. Some activities (including laboratories) due to their complex, time intensive, and/or cost intensive nature will not be able to be made up. Similarly, when students arrive to laboratories late they risk missing important information/directions that may adversely affect their grade. Instructors are not obligated to repeat directions for students when they are tardy.

### **ATTENDANCE INFRACTIONS**

For each unexcused absence, there will be a 1% overall grade reduction for that course or lab per absence. Two tardies will equal one unexcused absence. A tardy is considered being more than 10 minutes late to class. Faculty may choose to include attendance and timeliness in grading criteria and may implement a more restrictive attendance policy. The attendance policy for each course will be described in all course syllabi. The Department of Clinical and Diagnostic Sciences also reserves the right to institute an attendance policy for official program/department activities.

### **CONSENSUAL ROMANTIC RELATIONSHIPS**

<http://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000254.aspx>

### **DATA PROTECTION AND SECURITY**

<http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000038.aspx>

## DRESS CODE

Guidelines for professional attire require consideration for patients, visitors, and coworkers, as well as personal safety. Therefore, CDS students are expected to promote a professional image by following these guidelines.

### Clothing:

- Clothing should be clean, neat, in good repair, and appropriate for the profession.
- Casual or athletic wear, such as sweat suits or warm-up pants, are not acceptable.
- Shorts are not acceptable.
- Skirt length shall be no shorter than two inches above the top of the knee and may not be tight fitting.
- Undergarments shall be worn and shall not be visible, even when in stretching or bending positions.
- Shoes shall be appropriate for the work environment and compliant with professional attire. Flip flops are not appropriate.
- Caps or head coverings are not acceptable unless they are for religious purposes or are part of a uniform.
- Sunshades (or hand-tinted, non-prescription glasses) shall not be worn unless they are required for medical purposes.
- Identification badges shall be worn at all times.

### Grooming:

#### Piercings

- Facial and/or body adornments are not permitted other than in the ear lobe.
- No more than two pairs of earrings may be worn. Earrings will be no longer than one inch in diameter or length.

#### Hair

- Hair should be clean and neat.
- Hair may not be dyed unnatural colors and/or have patterns.
- Hair ornaments should be moderate and in good taste.
- Hair should be well-groomed, closely trimmed beards, sideburns, and mustaches are allowed.

#### Daily Hygiene

- Daily hygiene must include clean teeth, hair, clothes, and body, including use of deodorant.

***In addition to these basic guidelines, students are expected to follow any additional provisions of a facilities dress code while in clinical practice.***

**Dress Code Infractions:**

Failure to comply with the above dress code requirements will result in removal from program activities until requirements are met. Students will be counted as absent (unexcused) and will receive a grade of zero for any missed work during that time with no opportunity to make-up the missed work.

***\*Note- The above Dress Code is a minimum standard set forth by the Department of Clinical and Diagnostic Sciences. Each program and/or course within CDS has the liberty to set forth and enforce a stricter dress code. Similarly, clinics also have their own dress codes that must be followed precisely.***

**FOOD AND DRINK IN THE CLASSROOM**

Food or drinks in laboratories is prohibited. Food and drink in classrooms is allowed at the discretion of faculty.

**GRADING POLICY**

In each CDS course, the instructor will announce the grading criteria and publish it in the course syllabus. The following policy relating to the “I” (incomplete) grade or deferred credit supplements the School of Health Professions’ policy.

**INCOMPLETE & DEFERRED CREDIT POLICY**

The awarding of an “I” (incomplete) grade is not done lightly. An “I” will be given only when an emergency or unexpected event prohibits the student from meeting course objectives in a timely manner. A student receiving a grade of “I” (incomplete) must arrange with the instructor to complete the course requirements as soon as possible, and in order to progress within the program the student must arrange to complete the requirements prior to the final day of registration for the next term. A grade of “I” not changed by the instructor by the beginning of the next regular term will automatically convert to an “F.”

**INFECTION CONTROL**

Because students are working with patients having low immunities, the clinical supervisor reserves the right to send any student to UAB Student Health Services if the need arises. The clinical supervisor will call UAB Student Health and Wellness and request that the student be sent off duty if he/she has an infection of any kind. The student must then acquire a doctor’s written permission to return to clinical education. Students are required to adhere to the policy of the clinical affiliate for working with patients with local infections or infectious diseases. Students are required to inquire about this policy at the beginning of rotation through a clinical affiliate.

## **LIABILITY INSURANCE**

Liability insurance is provided by the University for all students registered for clinical education courses. The coverage protects students in any assigned clinical site to which they are assigned as a student.

## **NON-ACADEMIC STUDENT CONDUCT**

<http://catalog.uab.edu/undergraduate/progresstowardadegree/#conductcomplaintstext>

## **NON-RESIDENT TUITION POLICY**

<http://www.uab.edu/shp/cds/images/PDF/Policies/shpnon-residenttuitionpolicy.pdf>

## **PREGNANCY POLICY**

All students are encouraged to inform the program director immediately in writing once pregnancy has been confirmed. If students choose not to inform the program of their pregnancy, the program will not consider them pregnant and cannot exercise options that could protect the fetus.

For students who voluntarily disclose pregnancy the program director will discuss factors to be considered in cases of pregnancy with the student based on acceptable professional guidelines.

A student is offered three alternatives after the consultation with the program director. These are:

1. Immediate withdrawal in good standing from the program. Readmission to the program after the pregnancy will be in accordance with the Readmit Policy.
2. Continuation in the program after being given specific instruction regarding safety practices, safety monitoring, and specific clinical and laboratory assignments.
3. Continuation in the program with additional safety monitoring but without modification of assignments.

The student must be able to progress in her educational experiences, both clinical and academic. If the student cannot, she will be strongly advised to withdraw as in alternative number one.

If there are any questions regarding any aspect of the above statements, please call the Program Director.

## SECTION 4 – PROGRAM INFORMATION

### MISSION

The UAB Master of Science in Health Physics Program is dedicated to providing a quality master's level program by offering didactic and practical coursework in a curriculum that is designed to prepare students to become competent and productive health physicists.

### GOALS

1. Provide students with the knowledge and skills to secure employment in fields where radiation protection and planning are essential – industry, universities, medicine, national laboratories, government, nuclear power generation, and radioactive waste management.
2. Prepare students for Part 1 of the certification examination administered by the American Board of Health Physics (ABHP).
3. Provide students training to develop non-cognitive skills desirable of health professionals including the ability to relate well to people, deal with stressful situations, and display sound judgment and integrity.



## FACULTY



**Norman E. Bolus, MSPH, MPH, CNMT, FSNMMI –TS**  
Interim Program Director and Assistant Professor

Department of Clinical & Diagnostic Sciences  
1716 9th Avenue South, SHPB 446  
Birmingham, AL 35294  
(205) 934-3427  
[bolusn@uab.edu](mailto:bolusn@uab.edu)

Norman Bolus is the Interim Program Director and an Assistant Professor for the UAB Master of Science in Health Physics Program (MSHP). He is also the Program Director for the Master of Science in Nuclear Medicine Technology Program (MSNMT). He was in clinical practice for 3 years prior to joining the School of Health Professions. He has served in many capacities for the MSNMT program as lab instructor, teacher, assistant professor and clinical coordinator before assuming the role of program director in 2007. Mr. Bolus received his undergraduate Bachelor of Science degree in Biology/Chemistry in 1988 and a degree in Nuclear Medicine Technology in 1989 from UAB. He also obtained a Master in Public Health in Occupational Health and Safety from UAB in 1998 and has an additional Master of Science degree from the UAB School of Public Health in Environmental Toxicology. He is an active member of the Society of Nuclear Medicine and Molecular Imaging (SNMMI) and is the Editor-in-Chief of the Journal of Nuclear Medicine Technology through the end of 2017. He was elected President-Elect of the SNMME-TS for 2014-2018 and will be President 2018-2019.

**Courses Taught:** Introduction to Clinical Nuclear Medicine, Patient Care, Instrumentation, Radiation Biology, Radiopharmacy, Seminar courses, Correlative Imaging, Advanced Radiation Biology, and Radio Chemistry along with assisting in NMT labs.





**Emily A. Caffrey, PhD**

Adjunct Faculty

Department of Clinical and Diagnostic Sciences  
1716 9th Avenue South, SHPB  
Birmingham, AL 35294  
[emilycaf@uab.edu](mailto:emilycaf@uab.edu)

Emily Caffrey is an adjunct faculty member for the UAB Health Physics program. She recently completed her PhD in Health Physics at Oregon State University, where she also received her B.S. in Nuclear Engineering. She is a member of the American Nuclear Society and the Health Physics Society.

**Courses taught:** Principles of Health Physics. She also assists with Physics of Diagnostic Imaging, Principles of Dosimetry, and Nonionizing Radiation.



**Remo George, PhD, CNMT**

Assistant Professor

Department of Clinical and Diagnostic Sciences  
1716 9th Avenue South, SHPB 452  
Birmingham, AL 35294  
205-934-7378  
[remo@uab.edu](mailto:remo@uab.edu)

Remo George is an Assistant Professor in the UAB Nuclear Medicine Technology Program. He was in clinical practice for over 10 years in Indiana, Michigan & India prior to joining the school of health professions as a faculty member. He has extensive experience in nuclear medicine procedures, radiopharmaceuticals, instrumentation, and PET applications. He is also a U.S. Nuclear Regulatory Commission approved Medical Radiation Safety Officer.

Dr. Remo George received his Ph.D. in Biochemistry and Molecular Genetics from University of Alabama at Birmingham School of Medicine, and a Master's degree in Biophysics from Mahatma Gandhi University, India. He is a diplomat of the American Board of Science in Nuclear Medicine, Nuclear Medicine Technology Certification Board, and the Atomic Energy Regulatory Board of India. He is also a U.S. Nuclear Regulatory Commission licensed Medical Radiation Safety Officer. Dr. George is a member of the Health Physics Society, The Society of Nuclear Medicine and Molecular Imaging, and the American Society for Biochemistry and Molecular Biology. His research interest is in the use of antisense molecular beacons for the detection and attenuation of latent mycobacteria.

**Courses taught:** Nuclear Medicine Instrumentation I, Nuclear Medicine Instrumentation II, Nuclear Medicine Procedures I, Nuclear Medicine Procedures II, Radiation Protection & Biology, Regulatory Issues, Advanced Radiation Biology.



**Krystle W. Glasgow, MIS, CNMT, NMAA**

Instructor, Clinical Coordinator

Department of Clinical and Diagnostic Sciences  
1716 9th Avenue South, SHPB 143A  
Birmingham, AL 35294  
205-996-6597  
[krystlew@uab.edu](mailto:krystlew@uab.edu)

Krystle Glasgow is the clinical coordinator for the UAB Nuclear Medicine Technology Program. She was in clinical practice for 5 years prior to joining the School of Health Professions. Mrs. Glasgow received her undergraduate Bachelor of Science degree in Nuclear Medicine Technology with a concentration in Computed Tomography in 2010 from UAB. She obtained a Master of Imaging Science at The University of Arkansas for Medical Science in Little Rock Arkansas. She is a certified Nuclear Medicine Technologist and also a Certified Nuclear Medicine Advanced Associate (NMAA). She is an active and contributing member of the Alabama Society of Nuclear Medicine and the Society of Nuclear Medicine and Molecular Imaging.

**Courses taught:** Clinical Practice I, Clinical Practice II, Clinical Practice III, Patient Care, Instrumentation Lab, Procedures II, Applications of Radiation Protection and Biology, Radiochemistry and Radiopharmacy Lab.



**Muhammad Maqbool, PhD, MS, MSc**

Associate Professor

Department of Clinical and Diagnostic Sciences  
1716 9th Avenue South, SHPB 450  
Birmingham, AL 35294  
205-934-7637  
[mmaqbool@uab.edu](mailto:mmaqbool@uab.edu)

Muhammad Maqbool is an Associate Professor for the Health Physics Program. Prior to joining UAB in 2017, he worked as an Associate Professor of Physics at Ball State University, Indiana for nine years. His first degree came from the University of Peshawar, Pakistan, in 1994. In 1998, he received his MS degree in Medical & Radiation Physics from the University of Birmingham, UK and his PhD degree in Physics from Ohio University, USA, in 2005. Dr. Maqbool has published over 5 dozen peer-reviewed research papers and book chapters in the areas of Condensed Matter Physics, Photonics, Health Physics, and Biophotonics. In 2016 he was awarded a US Patent for his invention of a Titanium infrared microlaser on optical fiber. He serves on the editorial board of journals with Nanoscale Research Letters and Global Journal of Advanced Radiation Research. He is a member of various professional organizations, including Health Physics Society, American Physical Society, Materials Research Society, and Indiana Academy of Science.

**Courses taught:** Principles of Health Physics, Physics of Diagnostic Imaging, Principles of Dosimetry, Nonionizing Radiation, Advanced Radiation Biology, and Non-Thesis Research



**Liliana Navarrete, MS**

Assistant Professor

Department of Clinical and Diagnostic Sciences

1716 9th Avenue South, SHPB 450

Birmingham, AL 35294

205-934-4168

[lilinav@uab.edu](mailto:lilinav@uab.edu)

Liliana Navarrete is an assistant professor for the UAB Nuclear Medicine Technology program. She held various teaching and research positions in the higher education sector for over 10 years prior to joining the UAB faculty in 2008. Ms. Navarrete received her B.S. degree in physics from National University of Colombia, Bogota Colombia in 1994. She received M.S. degrees in physics from Kyushu University, Fukuoka Japan in 1998, and from the University of Alabama, Tuscaloosa, Alabama in 2006. She is a member of the American Physics Society and the Health Physics Society.

**Courses taught:** Physics for Technologist, Medical Radiation Physics, Instrumentation, Physics and Instruments of Nuclear Magnetic Resonance, Survival Spanish for Health Professions, and assists with Instrumentation and Radiation Safety Lab, Applications of Radiation Protection and Biology, and a Physics Review module for the UAB Nurse Anesthesia program.

**Administrative Staff**

The Department of Clinical & Diagnostic Sciences has a centralized staff team that supports all CDS programs. For student questions, please contact the CDS Receptionist:

(205) 975-4CDS (4237)

[ASKCDS@uab.edu](mailto:ASKCDS@uab.edu)

## **MHP PRACTICUM SITES**

Practical, hands-on education is a major component of the health physics program. This allows the student to get practical, hands on experience in a variety of settings, thus allowing the students to get real world experience as part of their overall education. This also provides the student with the necessary experience to obtain employment as a health physicist and to take Part 1 of the Certified Health Physics Exam.

The following Alabama facilities serve as supervised practice sites:

- UAB Hospital, Birmingham, AL
- UAB Office of Radiation Safety, Birmingham, AL
- UAB Advanced Imaging Center, Birmingham, AL
- Alabama Department of Public Health, Office of Radiation Control, Montgomery, AL

Potential Sites include:

- Huntsville Hospital Radiation Safety, AL
- Jefferson County Department of Public, AL Health
- Auburn University Radiation Safety, AL

## CURRICULUM

### Prerequisite Courses (8 hours)

- Calculus-based General Physics I & II

Course Number/Title	
<b>First Year – Fall</b>	
CDS 501 Professional Skills I	0
CDS 610 Research Design & Statistics	3
MHP 601 Principles of Health Physics	3
NMT 610 Medical Radiation Physics & Lab	4
NMT 621 Nuclear Medicine Instrumentation & Lab	4
<b>Total</b>	<b>14</b>
<b>First Year – Spring</b>	
CDS 502 Professional Skills II	0
CDS 625 Analysis of Scientific Publication	3
MHP 611 Physics of Diagnostic Imaging	3
MHP 620 Principles of Dosimetry	3
NMT 641 Regulations, Radiation Protection/Biology & Lab	4
<b>Total</b>	<b>13</b>
<b>First Year – Summer</b>	
CDS 503 Professional Skills III	1
MHP 621 Non-ionizing Radiation	3
MHP 691 Supervised Practice	6
Elective I <u>or</u> MHP 651 Advanced Radiation Biology	3
<b>Total</b>	<b>13</b>
<b>Second Year – Fall</b>	
MHP 691 Supervised Practice	6
MHP 698 Non-Thesis Research	4
Elective II <u>or</u> MHP 652 Radiochemistry	3
<b>Total</b>	<b>13</b>
<b>Total Hours MHP Curriculum</b>	
	<b>53</b>

## STUDENT RESPONSIBILITIES

- Maintain academic integrity by refraining from cheating. Incidents of cheating among others should be reported if, and when, it is witnessed.
- Check email on a daily basis.
- Turn off all cell phones and/or beepers prior to beginning class.
- Report to all class meetings on time.
- Bring all course materials to class.
- Assist in maintaining a constructive classroom environment by refraining from inappropriate disruptions or outbursts. Respectful behavior toward instructors, classmates, and guests is expected.
- It is recommended that you join the Health Physics Society (<http://hps.org/>) as a student member. Student membership is free for the first year, and then \$40 per year.
- It is recommended that you join the local HPS Chapter as a student member.
- Have access to a computer with MS Office software for participation in on-line work (software available at UAB bookstore at reduced cost to students.)
- Refer to the Student Policies and Procedures Handbook when in need of program and or didactic policy information. Refer to the student practicum manual when in need of information pertaining to your practicum. Failure to meet student responsibilities may lead to counseling, reprimand and/or probation.

## PROGRAM GRADING POLICIES

1. The following grading scale is utilized in all health physics courses with the prefix MHP.

A = 90 – 100, B = 80 – 89, C = 70 – 79, F = < 70

2. The following grading scale is utilized in all nuclear medicine technology courses with the prefix NMT. It is to be pointed out that this is based on an 8 point scale rather than a 10 point scale.

A = 92 – 100, B = 84 – 91, C = 75 – 83, F = < 75

3. A current student who receives an “F” in any required course while admitted to the health physics program will be dismissed from the program unless there are mediating circumstances. These circumstances must be extreme in order to be considered.

In the case of extreme circumstances, the student will be suspended from the program rather than expelled, and must wait until the next time the course in which the failing grade was made is offered again. The student will then be allowed to take the course again. Under the recommendation of the program director, the student may be required to take remedial courses prior to repeating a health physics course. If the student passes the course, then the student may petition the program director for re-entry into the program. If the class size warrants, the

student MAY be allowed to re-enter the program at the discretion of the program director. Re-entry into the health physics program is NOT guaranteed. If the student takes the course again and still fails to make a passing grade, the student will be expelled from the program. The student may reapply to the program, and must complete the full application process again and enter the program as a new student. Entry into the program is still not guaranteed, but will be on a competitive basis with the other applicants.

4. Cheating: If a student is caught and proven to be cheating, the student is in violation of the UAB Honor Code (found on the Home Page under Course Information) and will be subject to the UAB policies on Academic Misconduct. At the least, the student will receive a zero for the exam or assigned work and will be put on Academic Probation (see Program Policies and Procedures on Academic Misconduct/Probation). If placed on Academic Probation, a second infraction OF ANY KIND will result in dismissal from the program.
5. Plagiarism: All papers and assignments must be the original work of that student, or have the work of another in quotation marks with proper reference notations immediately following the direct quote. If a student is proven to have plagiarized another individual's work, claiming that work as his or her own, the student is in violation of the UAB Honor Code (found on the Home Page under Course Information) and will be subject to the UAB policies on Academic Misconduct.

## TEXTBOOK LIST

2017-2018

The following are the required textbooks for use while enrolled in the program. This list is subject to change.

### FALL

MHP 601

*Introduction to Health Physics*

Cember and Johnson

4<sup>th</sup> Edition, 2009

ISBN: 9780071423083

MHP 601

*Nuclides and Isotopes: Chart of the Nuclides*

Knolls Atomic Power Laboratory

17<sup>th</sup> Edition, 2009

ISBN: 9780984365302

NMT 610

*Medical Imaging Physics*

Hendee and Ritenour

4<sup>th</sup> Edition, 2002

ISBN: 9780471382263

NMT 621

*Physics in Nuclear Medicine*

Sorenson, Phelps, and Cherry

4<sup>th</sup> Edition

ISBN: 97801416051985

NMT 621

*Nuclear Medicine Instrumentation*

Prekeges, Jennifer

2<sup>nd</sup> Edition

ISBN: 9780763766382 (Provided by program- on loan)

### SPRING

MHP 611

*The Essential Physics of Medical Imaging*

Bushberg

3<sup>rd</sup> Edition, 2011

ISBN: 9780781780575

MHP 620

*Radiation Shielding*

Shultis and Faw

2000

ISBN: 9780894484568

NMT 641

*Essentials of Radiation Biology and Protection*

Forshier, S., Delmar

2<sup>nd</sup> Edition

Thompson Learning, 2002

ISBN: 978142812173

NMT 641

*Radiation Protection in the Health Sciences (with problem solutions manual)*

Noz and Maguire

2<sup>nd</sup> Edition

World Scientific

ISBN: 9789812705976

NMT 641

*Guide for Diagnostic Nuclear Medicine and Radiopharmaceutical Therapy*

Jeffery A. Siegel

Society of Nuclear Medicine

ISBN: 9780972647823



## **SUMMER**

MHP 621

*Introduction to Health Physics*

Cember and Johnson

4<sup>th</sup> Edition, 2009

ISBN: 9780071423083

## **SECOND YEAR FALL**

MHP 652

*Chemistry and Analysis of Radionuclides*

Lehto and Hou

MHP 651

*Radiobiology for the Radiologist*

Hall

7<sup>th</sup> Edition, 2011

ISBN: 9781608311934

1<sup>st</sup> Edition, 2010

ISBN: 9783527326587

## **UAB AND PROGRAM ASSESSMENTS AND EVALUATIONS**

The student is requested to do several types of assessments throughout their participation in the program. A list of those assessments and a brief explanation are below.

By completing the evaluations of the program, the program can identify areas in need of improvement or enhancement in order to better meet the educational needs of the student.

### 1. Course / Instructor Evaluation

- This is done by the student electronically at the completion of each course at the end of each semester.
- While the student is not required to do the evaluation, the information is vital for the instructor to use to improve the course.
- The evaluations are anonymous.

### 2. Student End-of-Term Evaluation

- This is done at the end of each semester the student is enrolled in supervised practice (MHP 691, Summer Year 1 and Fall Year 2).
- The student is requested to submit a self-assessment for those semesters (see page 76).
- If necessary, a meeting with the student and the program director will be arranged to work out any identified problem areas.

### 3. Exit Interview

- This is done at the end of the last semester of the program.
- The student is requested to do an evaluation of the program's strengths and weaknesses as perceived by the student.
- The evaluation is anonymous.

## ACCREDITATION

Accreditation: The MHP program will be seeking accreditation starting in Fall 2017 from the Accreditation Board for Engineering Technology (ABET).

### ABET

415 North Charles Street  
Baltimore, MD 21201  
Phone: 410.347.7700  
[accreditation@abet.org](mailto:accreditation@abet.org)  
<http://www.abet.org/>

**Credentials Conferred:** A Master of Science in Health Physics Degree is awarded by The University of Alabama at Birmingham.

**Board Certification:** Graduates of the program are eligible to apply for the part 1 of the certification examination offered by the American Board of Health Physics (ABHP).

“The Master of Science in Health Physics degree program is designed to prepare the student to take the American Board of Health Physics (ABHP) Examination, which, once both parts are passed, can lead to a Certified Health Physics (CHP) designation. UAB is working to develop an online, publicly-accessible database to assist in providing this information. In the meantime, if you are interested in learning about potential professional licensure requirements in your state for a specific degree program, please contact UAB State Authorization at [stateauth@uab.edu](mailto:stateauth@uab.edu), or call Dr. Lisa Reburn at (205) 934-3258.”

### American Board of Health Physics

Nancy Johnson ABHP  
1313 Dolley Madison Blvd, Suite 402  
McLean, VA 22101  
**Phone:** (703) 790-1745  
**Fax:** (703) 790-2672  
Email: [njohnson@burkinc.com](mailto:njohnson@burkinc.com)  
Website: <http://www.hps1.org/aahp/boardweb/abhphome.html>

## STUDENT SEIZURE PROTOCOL

1. If a student has a seizure and comes out of the seizure physically unharmed and appears to be fine after the event:
  - Do not call 911.
  - Do not write up an incident report.
  - Make sure the student is ok.
2. If a student has a seizure and is physically harmed but seems fine otherwise (i.e. a fall occurs, the student bumps their head etc.):

- Write up the incident as a “not a medical emergency” incident (see item 5 on the attached incident reporting policy).
  - Notify the program director immediately: (205) 934-3427 or (205) 975-4237
  - Transport the student to student health (1714 Ninth Avenue South) with a medical authorization form. This may be done by faculty or staff.
3. If the student has a seizure and is unresponsive or alert but not coherent:
- Call 911.
  - Write up the incident as a “major medical injury” (See item one on the attached incident reporting policy).
  - Accompany the student to the ER to present the completed medical authorization form. This may be done by faculty or staff.
  - Notify the program director immediately.

If this were to occur a medical authorization form and incident report form would need to be completed.

### CLOSING NOTIFICATIONS

Your safety should always take precedence to official closings. To find out if class cancellation occurs due to bad weather (snow and ice) on an assigned class day use the following official sources:

UAB radio station WBHM 90.3

The UAB Web site at [www.uab.edu](http://www.uab.edu)

BlazerNet at [www.uab.edu/blazernet](http://www.uab.edu/blazernet)

B-Alert System <https://www.uab.edu/emergency/communications-and-information-management/uab-b-alert>

The UAB inclement Weather Hotline at (205) 934-2165

### MHP CODE OF ETHICS

Health Physicists must strive as individuals and as a group to maintain the highest of ethical standards.

The Principles (HPS Code of Ethics) listed below are not laws, but standards of conduct to be used as ethical guidelines by health physicists.

**Principle 1:** The Health Physicists shall strive to improve their professional knowledge and skill.

**Principle 2:** The Health Physicists shall be a judge of his/her competence and will not undertake any assignment beyond his/her abilities.

**Principle 3:** The Health Physicist shall never compromise public welfare and safety in favor of an employer's interest.

**Principle 4:** The Health Physicist will gladly accept every opportunity to increase public understanding of radiation protection.

**Principle 5:** Professional statements made by Health Physicists shall have sound scientific basis. Sensational and unwarranted statements of others concerning radiation and radiation protection shall be corrected, when practical.

**Principle 6:** The Health Physicists shall protect the sources of confidential communications, provided that such protection is not itself unethical or illegal.

**Principle 7:** The Health Physicist shall ensure that all relations with employers, coworkers, clients, governmental agencies, and the general public are based upon and reflect the highest standard of integrity and fairness.

## **MHP DRUG TESTING POLICY**

In addition to the SHP Drug Testing Policy, the MHP program reserves the right to test any MHP student, with cause, at any time while they are enrolled in the program under the direction of either the Program Director or any Faculty Member.

## **STUDENT AWARDS & SCHOLARSHIPS**

### **Scholarships**

Once the student is admitted to the Health Physics Program, the student becomes eligible to apply for specific scholarships offered by the School of Health Professions as well as scholarships offered through the Health Physics Society (HPS).

#### ***Health Physics Society (HPS)***

The Health Physics Society provides a listing of scholarships and grants from a variety of institutions, including the American Association of Physicists in Medicine, Department of Homeland Security, Department of Energy, Environmental Protection Agency, and Nuclear Regulatory Commission, among others. Links to each scholarship and grant can be found on the HPS website at: <https://hps.org/students/scholarships.html>.

**STUDENT PRACTICUM MANUAL:  
MASTER IN HEALTH PHYSICS  
PROGRAM**

## STUDENT RESPONSIBILITIES

1. Incorporate oneself into the individual department routine. Starting times, coffee breaks and lunch periods are scheduled according to scheduling, staffing needs and constraints, and the educational needs of the student.
2. Consistently attend all scheduled experiences on time. If absence or lateness is unavoidable, both the site instructor/manager and your MHP adviser must be contacted within 30 minutes of the scheduled starting time. The supervisor at each site will set the starting time for the individual student. The starting time may change during the rotation to afford the student specific experiences. The student must complete a total of 252 practicum hours during the semester.
3. Wear nametags and personal dosimetry monitoring devices provided.
4. Wear appropriate attire as required by the participating institution. If none is required, appropriate professional attire is still expected (see CDS Dept. Dress Code page 53 and UAB Hospital Dress Code in Appendix B).
5. Wear disposable gloves when handling radioactive materials.
6. Demonstrate professional behavior at all times by:
  - a. Refraining from criticizing and/or comparing hospitals, personnel or other students.
  - b. Refraining from any inappropriate discussion with colleagues in public areas and/or in any way that is not pertinent or relevant to the procedure.
  - c. Refraining from extraneous or boisterous conversation while any procedure is in progress.
  - d. Maintaining confidentiality of records and/or any information entrusted to you.
  - e. Refrain from using cell phones during assigned practicum times (see Cellular Phone & Electronic Devices Policy page 55).
7. Demonstrate professional judgment and responsibility by:
  - a. Observing the rules and regulations of the department.
  - b. Working in an orderly fashion with the assigned practicum instructor.
  - c. Considering consequences before acting.
  - d. Recognizing which decisions require approval.
  - e. Recognizing own limitations and responsibilities in the work situation.
  - f. Adjusting the pace to situation requirements.
8. Assume responsibility for one's own learning by:
  - a. Utilizing all available resources (e.g., books, journals, charts, team personnel).
  - b. Using unstructured time wisely.
  - c. Functioning without prodding.
  - d. Showing interest by asking questions and seeking new learning experiences.
  - e. Accepting constructive criticism gracefully.
  - f. Evaluating one's own performance and checking those perceptions with instructors.
9. Maintain a notebook and enter into it a daily report of experiences. Program faculty will review students' notebooks during each site visit to ascertain that students are receiving a comprehensive practical experience and are participating at a level commensurate with their experience.
10. Adhere to the policies and procedures described in this handbook (see Failure to Follow Policies/Procedures, page 56).
11. Evaluate the experience received at a particular site at the conclusion of each rotation (see Summary Evaluation, page 74-75).

## HEALTH PHYSICS PROGRAM PRACTICUM AFFILIATES

1. **UAB Hospital**  
619 19th Street South  
Birmingham, AL 35233-6835  
Phone (205) 975-8325
  
2. **UAB Advanced Imaging Facility**  
619 19th Street South  
Birmingham, AL 35233-6835  
Phone: (205) 975-8325
  
3. **UAB Office of Radiation Safety**  
Occupational Health & Safety  
933 19th St. S, Suite 445  
Birmingham, AL 35205-3703  
Phone (205) 934-2487
  
4. **Alabama Department of Public Health**  
Office of Radiation Control  
The RSA Tower  
201 Monroe Street, Suite 1250  
Montgomery, AL 36104  
Phone (334) 206-5391

Site	Phone #	Fax #
AL Department of Public Health . . . . .	(334) 206-5391	(334) 206-5387
UAB Advanced Imaging Facility . . . . .	(205) 934-5345	(205) 801-7562
UAB Hospital . . . . .	(205) 975-8325	(205) 934-5589
UAB Office of Radiation Safety . . . . .	(205) 934-2487	(205) 934-7487

## ATTENDANCE POLICY

1. Students are expected to be present on site as scheduled.
2. Punctual attendance is mandatory.
3. If absence or lateness is unavoidable, both the site and your MHP adviser must be notified within 30 minutes of the scheduled starting time each day that the student is late or absent.
4. Excessive tardiness or absences may affect the practicum grade adversely.
5. No absences from practicum are allowed.
6. Absences must be made up before the end of the last official final exam day.
7. If class cancellation occurs due to inclement weather on an assigned practicum day, every effort should be made to be present since it is possible the site could be in need of assistance on such days. Your safety, however, should take priority. If you cannot get to your assigned site, notify your instructor/manager and your MHP adviser.

## DRESS CODE

1. All students must wear a long sleeved, knee length lab coat over appropriate street clothes or uniform. No jeans, short skirts, revealing clothing, caps or headwear of any kind are permitted. Headdresses may be worn for religious reasons if approved by faculty, staff and practicum site affiliate.
2. Whole body and finger personal dosimetry badges must be properly worn whenever radiation is handled, particularly due to handling radioactive material as required by federal, state and institutional regulations.
3. Student name badges must be worn at all times.
4. Footwear should be clean, cover the entire foot, closed-toed and provide good balance. No high heels, clogs, open-toed shoes are permitted. Properly and securely laced black or white athletic shoes in good condition may be worn.
5. Jewelry, make-up, cologne, and perfume should be understated and kept to a minimum. Fingernails should be clean and neatly trimmed. While piercings other than one set of earrings are discouraged, all students must abide by the practicum affiliates' rules and regulations concerning this issue.
6. Hair should be neat in appearance. Longer hair must be worn up and secured off the face. Excessive or unconventional hairstyles or colors are prohibited. Facial hair must be trimmed and neatly kept.
7. No visible tattoos are allowed.
8. Students may be required to comply with the dress code of a particular institution. See Appendix B, Institutional Dress Code for the UAB Hospital/Advanced Imaging Center.

## RADIATION DOSIMETERS

1. MHP students are issued a whole body badge and TLD ring badge to monitor radiation exposure.
2. Students are responsible for the security of their radiation dosimeters, and are expected to wear them appropriately in the practicum and laboratory settings at all times.
3. Whole body and ring badges will be collected during the last week of each month. Students must review and initial their radiation exposure reports as they become available.



4. Lost badges should be reported to the Clinical Coordinator immediately. Students are not permitted to participate in instructional or practicum activities involving radioactivity without appropriate radiation dosimeters. There is a replacement charge of \$5.00 for ring badges and \$5.00 for whole body badges, payable at the time the new badge(s) is (are) received. A lost film badge report form must also be completed as required by the UAB Radiation Safety Office.

### ACCIDENTS AT PRACTICUM SITES

Students who are involved in accidents during their practicum should report the incident to their supervisor immediately. Initial treatment for the injury may be rendered by on site as appropriate. A charge may be made to the student or the student's insurance for all or part of that treatment. If more extensive treatment is required, depending on the nature of the injury, the student should report to the Student Health Service or the UAB Hospital Emergency Department. If the injury involves a needle stick or exposure to infectious disease, see policy by this link:

<http://www.uab.edu/studenthealth/emergencies/blood-a-body-fluid-exposure>.

An incident report should be completed at the site where the accident occurred and copies should be forwarded to Student Health Services and the MHP Program Director.

The MHP Program Director or Clinical Coordinator should be informed promptly after the accident has occurred.

### EXPOSURE TO INFECTIOUS DISEASE

Students who have received a needle stick injury or who may have been exposed to an infectious disease (e.g., HIV, hepatitis B, tuberculosis) should report the incident to the practicum supervisor immediately.

#### If the student is at UAB:

Contact UAB Employee Health (934-3675) during regular daytime working hours or page the Rapid Response Needle Stick Team (934-3411) after hours. The student will be instructed where to report for evaluation and treatment.

#### If the student is in Birmingham, but outside UAB:

If the institution will not provide care free of charge to the student, contact UAB Student Health (934-3580) or UAB Employee Health (934-3675) for advice about where to report for evaluation and treatment.

#### If the student is outside of Birmingham:

Contact UAB Student Health (934-3580) during regular business hours or, if after hours, page the Rapid Response Needle Stick Team (934-3411) for advice about where to be evaluated. If travel to Birmingham is not practical, the student will be advised to seek care at the local emergency department if the practicum facility will not provide evaluation through its own employee health service.

An incident report should be completed at the site where the exposure occurred and should include the following details:

- a) the type of exposure
- b) the hepatitis or HIV status of the patient  
(Note: If the patient's serological status is unknown, the practicum supervisor should contact the patient's attending physician and request the physician obtain a specimen for serologic testing.)

The student should submit a copy of the incident report and/or copy of the treatment received at the emergency department within a week of the injury/exposure. This documentation should be mailed or hand delivered. Faxes will not be accepted to comply with guidelines governing patient confidentiality.

The MHP Program Director or Clinical Coordinator should be informed promptly after the needle stick/exposure has occurred.

### **CELLULAR PHONE AND ELECTRONIC DEVICES POLICY**

While at a practicum site, a student is permitted to have a cell phone; however, the use of a cell phone is only permitted during breaks and lunch periods.

If an emergency situation occurs where the student must be in contact with family or friends, cell phones may be left on in silent or vibrate mode only and any emergency calls must be taken away from any patient areas. It is the student's responsibility to notify the site manager/supervisor of such situations beforehand.

Any other personal electronic devices must only be used during breaks and lunch periods.

### **PREGNANCY POLICY**

The purpose of the student pregnancy policy is to assure students a safe pregnancy and to be in compliance with federal and state radiation control regulations as well as the Equal Employment Opportunity Commission guidelines. Pregnant students may continue in the MHP Program. It is the individual student's responsibility to utilize the guidelines set forth in this policy for protection of the embryo/fetus and self.

#### **Procedure:**

1. Any suspected or known pregnancy can be voluntarily reported to the Program Director and/or the Academic Clinical Coordinator in writing. The program faculty will discuss with the pregnant student the effects of irradiation in utero inclusive of radioprotective procedures.
2. The pregnant student will sign the Pregnancy Release form to acknowledge comprehension of the information provided by the Program faculty. The student will also be referred to the ASRT guidelines and other pertinent references on the subject.
3. The pregnant student will be issued an additional fetal monitor (radiation dosimeter) which will be worn at the waist and **under** a protective apron.
4. According to NCRP Report #53, the maximum permissible dose equivalent from occupation

exposure to the expectant mother is 500 mrem (5 mSv) for the entire pregnancy.

5. The monthly radiation exposure report inclusive of accumulative dose for each individual is made available to the Program faculty and the student.
6. In accordance with the pregnancy policy of the specific practicum assignment, a student will wear an appropriate lead apron as needed.
7. It is not recommended that a pregnant student perform or observe any radiation therapy technique or PET procedure for the duration of the pregnancy.
8. Practicum rotation schedules may be modified to schedule the pregnant student through low radiation areas especially during the first trimester.
9. The pregnant student is expected to meet all objectives of the supervised practice course without exception. Failure to complete all required assignments could possibly result in a failing grade for that term of practical education.
10. For further information on this matter, visit the NRC website at: <https://www.nrc.gov/> .
11. A student is offered two alternatives after the consultation with the Program Director upon voluntarily declaring pregnancy. These options are:
  - a. The declared pregnant student can immediately withdraw from all practical and didactic courses and write a letter to the Health Physics Program Director requesting re-entry the following year.
  - b. The declared pregnant student can continue in the program after being given specific instruction regarding radiation safety practices, additional radiation monitoring, and specific practical and laboratory assignments.
12. The student must abide by the regulations set forth by UAB Radiation Safety concerning Occupationally Exposed Pregnant Personnel and complete any advised training or informational programs requested by UAB Radiation Safety.

### **SCHEDULED PRACTICAL SITE VISIT POLICY**

Students are to remain at practicum site until the scheduled visit has been changed or is complete. A scheduled visit will be conducted by The University of Alabama at Birmingham Health Physics Program personnel. No student is to leave the practicum site prior to site visit unless an emergency occurs. In the event of an excusable emergency, proper documentation should be submitted.

### **PROFESSIONAL BEHAVIOR IN PRACTICUM POLICY**

Students are expected to be professional in their practicum assignments. They are to exhibit professional behavior with practicum managers and other personnel. Professional behavior includes not using electronic devices without permission, not sleeping, and any other behavior deemed inappropriate by MHP Program personnel.

## **FAILURE TO FOLLOW POLICIES AND PROCEDURES OF THE PRACTICUM HANDBOOK**

Students are required to follow the policies and procedures as outlined in the Practical Education Handbook. The Handbook is distributed at the beginning of the student's first year, and is always available online. **Ignorance of the contents of the Practical Handbook is not an excuse for noncompliance.**

Violations of the policies and procedures will be handled in the following manner:

### **First violation:**

The program director or clinical coordinator will review the policy or procedure in question with the student to ensure that the student understands the expected behavior. The counseling session will be documented in writing and maintained in the student's file.

### **Second violation:**

The student will receive written notification that he/she is being placed on probation for failing to adhere to a policy or procedure for the second time. The period of probation will extend for the remainder of the term in which the second violation took place and the following term.

### **Third violation:**

The third infraction will result in the student's dismissal from the program.

## **STUDENT EVALUATION OF PRACTICAL EXPERIENCE**

Students' perceptions about the effectiveness of the supervised practice courses are very helpful in improving and strengthening this portion of the MHP curriculum. To gather this information in a systematic way, students are asked to evaluate the hands-on instruction they have received at the conclusion of each term (summer and fall). The completed evaluation form (see Appendix C) should be returned to the MHP Program Director within three days of the end of a term.

## **PRACTICAL EDUCATION**

### **OVERVIEW OF PRACTICAL EDUCATION**

The purpose of practical education is to provide students with experiences that cannot easily be reproduced in a classroom or instructional laboratory setting. Every effort will be made to ensure each student in the Health Physics Program has the opportunity to gain experience in one or more of the following areas based on interest and availability:

**General Imaging**

**Radiopharmacy**

**PET Imaging**

**Cyclotron Facility**

**Radiation Safety Office – University and Hospital Level**

**Radiation Safety Office – State Level**

At the end of each term, each student will meet with the MHP Program Director to review the student's self-assessment and to identify the next practicum site.

## **HEALTH PHYSICS PROGRAM EXAMPLE PRACTICUM OBJECTIVES:**

Upon completion of the supervised practice portion of the MHP curriculum (two terms of MHP 691), the student will be able to perform the following tasks:

### **DEPARTMENT ADMINISTRATION/MANAGEMENT FUNCTIONS**

1. State the code numbers and the emergency dialing procedures for cardiac arrest, fire, and security.
2. State the location of the emergency equipment for use in the nuclear medicine department.
3. Describe the daily routine in relation to radiation surveys, radiopharmaceutical, and quality control.
4. Interact with hospital and departmental staff to schedule quality control most effectively.

### **RADIATION SAFETY/PROTECTION**

1. Use time, distance and shielding techniques consistently to minimize radiation exposure to self and others.
2. Wear protective clothing and personnel monitoring devices consistently.
3. Use appropriate methods for storing and disposing of radioactive materials and waste.
4. Perform area radiation surveys and wipe tests for contamination on a regular schedule.
5. Perform decontamination procedures as required.
6. Review own monthly radiation exposure and take appropriate action to decrease exposure, as needed.
7. Receive and process radioactive shipments according to department protocol and regulatory requirements.
8. Maintain records of radiation surveys, wipe tests, waste disposal, radioactive material receipt, and radioactive spills and decontamination according to regulatory requirements.

### **INSTRUMENTATION**

1. Perform routine scintillation camera quality control (uniformity, linearity, resolution and center of rotation) using standardized parameters.
2. Review scintillation camera quality control results and compare with previous results to determine acceptability and need for service.
3. Perform dose calibrator quality control (constancy, linearity, accuracy, geometric variation,) at prescribed intervals using the appropriate radiation sources.

4. Review dose calibrator quality control results and compare with previous results to determine acceptable performance.
5. Calibrate a scintillation spectrometer.
6. Perform daily background checks, chi-square evaluations and energy resolution checks on a scintillation spectrometer.
7. Review scintillation spectrometer quality control and compare with previous results to determine acceptable performance.
8. Operate a survey meter, checking the batteries and check source before each use.
9. Maintain records of instrumentation quality control results according to regulatory requirements.

## **RADIOPHARMACY**

1. Correctly elute a Mo-99/Tc-99m generator using aseptic and radiation protection techniques.
2. Assay the eluate and determine its concentration.
3. Perform Mo-99 and Al<sup>3+</sup> breakthrough checks on Tc-99m eluate, determine if the eluate is acceptable for administration and record the results.
4. Prepare Tc-99m-labeled radiopharmaceuticals according to kit instructions.
5. Calculate the final concentration of the preparation.
6. Determine the radiochemical purity of each prepared Tc-99m radiopharmaceutical, analyze and record the results.
7. Using a calculator and decay factor chart, calculate the volume or number of capsules in a unit dose.
8. Dispense a unit dose using appropriate radiation safety and aseptic techniques, and label the syringe or syringe shield.
9. Verify each unit dose in a dose calibrator before administration.
10. Record unit dose information in the appropriate format.
11. Dispose of radioactive and bio-hazardous waste appropriately.
12. Maintain records of eluate and radiopharmaceutical quality control, and unit dose records according to regulatory requirements.

## **PROFESSIONAL BEHAVIOR**

1. Assess his/her own work objectively and implement changes for improvement.
2. Exercise independent judgment while remaining within limits of responsibility.
3. Interact with personnel in a professional and empathetic manner.
4. Maintain confidentiality of all information.
5. Cooperate effectively with other staff members.

## HEALTH PHYSICS MASTER DEGREE SUPERVISED PRACTICE

### LICENSING AND REGISTRATION

History of atomic energy act and NRC	0.5 hours
ORC Mission Statement & agreement States	0.5 hours
License Type(s)	0.5 hours
General verses Specific	
Exempt quantities	
Types of radioactive materials	0.5 hours
Sealed Courses verses Unsealed Material	
Review of Specific License Types	2.5 hours
Broad Scope	
Medical	
Gauge (portable and fixed)	
Academic	
Research	
Small Laboratory	
Industrial Radiography	
Nuclear Pharmacy	
Well Logging	
Increased Control	
Other Miscellaneous	
Licensing Review (Medical and Industrial)	8.0 hours
Pre-Licensing Visits	
ALARA Policy	
Duties and Responsibilities of the Radiation Safety Officer	
Authorized User Training and Responsibilities	
Duties and Responsibilities of the Medical Physicist	
Radiation Safety Program	
Operating Procedures	
Radiation Detection Equipment	
Quality Control of Equipment	
Facility Layout	
Personnel Monitoring Equipment	
Control and Security Radioactive Material	
Emergency Procedures	
Transfer/Disposal Procedures	
Contamination Control/Leak Testing	
Review of Registration Types	2.0 hours
Accelerators	
Medical X-Ray	
Non-Medical X-Ray	
Accelerator Servicing	



Registration Review	8.0 hours
Accelerator Shielding Design Review	
Duties and Responsibilities of the Radiation Safety Officer	
Authorized User Training and Responsibilities	
Duties and Responsibilities of the Medical Physicist	
Radiation Safety Program	
Operating Procedures	
Radiation Detection Equipment	
Quality Control and Testing of Equipment	
Personnel Monitoring Equipment	
<b>Total</b>	<hr/> <b>22.5 hours</b>

### **RADIOACTIVE MATERIALS INSPECTION**

Overview of Chapter 2800	0.5 hours
Overview of Applicable Rules	1.0 hour
Types of Inspections	12.0 hours
Gauge (Fixed and Portable)	
Medical – w/o Written Directive	
Medical – with Written Directive	
High Dose Rate Remote Afterloader (HDR)	
Pharmacy	
Well Logging	
Industrial Radiography	
Increased Control	
Particle Accelerators	
Medical	
Industrial	
Conducting Inspections	2.0 hours
Inspection Accompaniments	16.0 hours
Writing Applicable Reports	2.0 hours
Writing Applicable Letters	0.5 hours
Discussion of Inspection results and Letters	1.0 hours
<b>Total</b>	<hr/> <b>35.0 hours</b>

### **X-RAY COMPLIANCE**

Overall Function and Purpose of X-Ray Compliance Program	3.0 hours
Inspection Types, Shielding Evaluations and Radiation Surveys	
Service Company and Physicist Registration	
The Rules	3.0 hours
Rule 420-3-26-.05 for X-Ray Registration	
Rule 420-3-26-.06 for X-Ray Safety at Human Use Facilities	
Rules 420-3-26-.04, 420-3-26-.03, 420-3-26-.10 and 420-3-26-.13	

Shielding Plan Evaluations	5.0 hours
Room Layout Requirements in Rule 420-3-26-.05 Appendix B & C	
Shielding Guides NCRP 49 and 147, Calculation Methods and Concepts	
Practice Evaluations of Radiography, Fluoroscopy, C/T and CB/CT Suites	
X-Ray Machine Evaluations: Radiographic, Fluoroscopic, & C/T ESEs, Fluoroscopy Maximums for Standard & Boost Modes and CTDI Measurements	8.0 hours
Evaluating kVp	
Evaluating Timers	
Evaluating HVL & Total Filtration	
Interlocks, Primary Barriers and Auxiliary Shields	
Machine Based Inspections vs. Administrative Inspections	2.0 hours
Radiation Safety Programs	2.0 hours
Personnel Monitoring Programs and Associated Records	2.0 hours
Inspection Accompaniments	<u>16.0 hours</u>
<b>Total</b>	<b>41.0 hours</b>

## ENVIRONMENTAL

Purpose and history of Environmental Surveillance	1.0 hour
Environmental Surveillance program	2.0 hours
Quarterly Environmental Run	
Water Sampling	
Air Sampling	
Area Dosimeters	
Pressurized Ion Chambers (PICs)	
Chain of Custody	
Environmental Sampling Run Accompaniment	8.0 hours
Observe Water, Air and Environmental Sampling	
Observe PIC station	
Observe Chain of Custody at ADEM	
Radon Program	2.0 hours
Radon in Alabama	
Health Effects of Radon	
Radon Testing	
Radon Resistant New Construction	
Radon Mitigation	
Reaching the Public	
Calibration Program	4.0 hours
Rule 420-3-26-.03(17) (b)	
Calibration Set-up and Performance	

Survey Meter	
Pencil Dosimeters	
Alarm Rate Dosimeters	
Documentation	
Incident Response	8.0 hours
Examples of Incidents and Appropriate Response	
Overexposures	
Scrap	
Landfills	
General License Program	12.0 hours
Overview	
Registration Process	
Inspection Accompaniments	
RSO Duties	3.0 hours
Radiation Protection Program	
Licensing	
Personal Dosimetry	
Inventory	
<b>Total</b>	<b>40.0 hours</b>

### EMERGENCY PLANNING

Overview of EP Program	1.0 hour
Overview of the Radiological Emergency	1.0 hour
Preparedness (REP) Criteria & State Plan	
Overview of State Radiological Monitoring	1.0 hour
Assessment Center (SRMAC) Operations	
Overview of Dose Assessment/Hand Calculations	1.0 hour
Types of Training Programs	10.5 hours
Emergency Workers	
Personnel & Equipment Monitors	
Emergency Medical Service Personnel	
Hospital Personnel	
Types of Exercises	19 hours
Nuclear Power Plant	
Medical Service	
Ingestion Pathway	
WIPP Transportation	
<b>Total</b>	<b>33.5 hours</b>

## **EXAMPLE PRACTICUM ASSIGNMENT**

# MHP 691 PRACTICUM I

## ASSIGNMENT #1: ASSESSMENT OF COMPLIANCE WITH NRC REGULATIONS

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### COMPLIANCE EVALUATION STUDENT CHECK LIST

#### Specific Licenses

Human use by institutions:

Appointed Radiation Safety Officer? \_\_\_ Name: \_\_\_\_\_ Qualifications: \_\_\_\_\_

Medical Radiation Safety Committee instituted? \_\_\_ If no, reasons: \_\_\_\_\_

\_\_\_\_\_

If yes, committee members:

\_\_\_\_\_

\_\_\_\_\_

Users are physicians trained in isotopes? \_\_\_ Isotopes authorized \_\_\_\_\_

Purpose of use (10 CFR 35.100, 200, etc. with description): \_\_\_\_\_

\_\_\_\_\_

Clinical facilities for patient care?

\_\_\_\_\_

\_\_\_\_\_

#### Registration of Sources

Sealed source inventory on file? \_\_\_\_\_

#### Security

Sources locked up when not in use? \_\_\_\_\_

#### Uncontrolled Area Levels

At all points, dose rate less than 2 mrem/hr or 100 mrem/week or 0.5 rem/year? \_\_\_\_\_

\_\_\_\_\_

#### Surveys & Tests

Periodic area surveys? \_\_\_\_\_ How often? \_\_\_\_\_

Periodic contamination surveys? \_\_\_\_\_ How often? \_\_\_\_\_

**Practicum Assignment #1: Assessment of Compliance with NRC Regulations Continued...**

Semi-annual leak test of sealed sources? \_\_\_\_\_

Instrument calibration

Periodic instrument calibrations? \_\_\_\_\_ Briefly explain each type with frequency:

Gamma Camera \_\_\_\_\_

Uptake Probe \_\_\_\_\_

Well Counter \_\_\_\_\_

Dose Calibrator \_\_\_\_\_

Survey meter \_\_\_\_\_

Software (eg: flood correction tables) \_\_\_\_\_

Any other \_\_\_\_\_

Waste Disposal

Disposal by sewer? \_\_\_\_\_ Burial? \_\_\_\_\_

Transfer? \_\_\_\_\_ To whom? \_\_\_\_\_

Package Receipt

Radioisotope orders placed by RSO/ designee? \_\_\_\_\_

Packages monitored upon receipt? \_\_\_\_\_

Personnel Dosimeters

Available to persons likely to be exposed? \_\_\_\_\_ How many? \_\_\_\_\_

Radiations measured: \_\_\_\_\_

Available at all high radiation areas? \_\_\_\_\_

Signs and Labels

Radioactive materials areas posted? \_\_\_\_\_

Radiation areas posted? \_\_\_\_\_

High radiation areas posted? \_\_\_\_\_

Instruction of Personnel

Regulations, licenses and operating procedures available? \_\_\_\_\_

“Notice to Employees” posted in work areas? \_\_\_\_\_

Personnel exposure records available? \_\_\_\_\_

Emergency procedures posted? \_\_\_\_\_

Adequate training in safety procedures? \_\_\_\_\_

**Practicum Assignment #1: Assessment of Compliance with NRC Regulations Continued...**

Records

Calibrations? \_\_\_\_\_ Surveys? \_\_\_\_\_

Receipt, transfer & disposal of sources? \_\_\_\_\_

Personnel exposures? \_\_\_\_\_ Contamination surveys? \_\_\_\_\_

Wipe tests? \_\_\_\_\_ Employee training? \_\_\_\_\_

Results of student performed tests

Wipe test for contamination:

Locations of wipes \_\_\_\_\_

Activities found \_\_\_\_\_

Area surveys:

Locations of surveys \_\_\_\_\_

Measures Dose Equivalent Rates \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date)

**EXAMPLE COMPETENCY:**

**RADIATION SAFETY  
&  
QUALITY CONTROL**



## Competency Evaluation

### DOSE CALIBRATOR CONSTANCY CHECK

STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

Before this evaluation is attempted, the student must have completed independently daily dose calibrator quality control at least **3** times under the supervision of a technologist. The technologist evaluating the student should circle the performance level for each item.

1. Choose correct reference for constancy text	Met	Not met	Not applicable
2. Measure standard at appropriate radionuclide settings	Met	Not met	Not applicable
3. Obtain background at each radionuclide setting	Met	Not met	Not applicable
4. Subtract background from measurement at each radionuclide setting	Met	Not met	Not applicable
5. Correct each measurement for decay	Met	Not met	Not applicable
6. Calculate percent difference between calculated and measured readings	Met	Not met	Not applicable
7. Record and review results; determine if calibrator is operating within acceptable limits.	Met	Not met	Not applicable

Comments:

After observing the student complete constancy testing on the dose calibrator, I believe that he/she is competent to perform this procedure with minimal assistance.

Technologist: \_\_\_\_\_

Date: \_\_\_\_\_

## Competency Evaluation

### RADIATION SAFETY/PROTECTION PRACTICES

STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

The technologist evaluating the student should circle the performance level for each item.

- |  |     |         |                |
|--|-----|---------|----------------|
| 1. Consistently wears personal radiation dosimeters correctly                                      | Met | Not met | Not applicable |
| 2. Consistently uses appropriate measures to reduce radiation exposure (time, distance, shielding) | Met | Not met | Not applicable |
| 3. Routinely uses syringe shields when preparing or administering doses                            | Met | Not met | Not applicable |
| 4. Routinely monitors hands & feet before leaving the area   | Met | Not met | Not applicable |
| 5. Disposes of radioactive waste appropriately   | Met | Not met | Not applicable |
| 6. Consistently wears gloves when handling radioactive materials                                   | Met | Not met | Not applicable |
| 7. Promptly cleans radioactive spills and decontaminates area correctly                            | Met | Not met | Not applicable |

Comments:

After observing the student complete this task, I believe that he/she is competently performs these procedures with minimal assistance or reminders.

Technologist: \_\_\_\_\_ Date: \_\_\_\_\_

## Competency Evaluation

### AREA SURVEYS / WIPE TESTING

STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

Before this evaluation is attempted, the student must have completed independently at least **3** area surveys and wipe tests under the supervision of a technologist. The technologist evaluating the student should circle the performance level for each item.

1. Check batteries in survey meter before making measurements	Met	Not met	Not applicable
2. Measure background radiation level	Met	Not met	Not applicable
3. Use survey meter properly (adjust scale; aim window at area being measured; move probe slowly over area to obtain accurate measurement)	Met	Not met	Not applicable
4. Monitor areas according to department floor plan	Met	Not met	Not applicable
5. Record measurements in appropriate format	Met	Not met	Not applicable
6. Correctly identify areas needing Decontamination	Met	Not met	Not applicable
7. Perform wipe tests on contaminated areas to determine removable condition	Met	Not met	Not applicable
8. Decontaminate areas, as necessary, to background level	Met	Not met	Not applicable

Comments:

After observing the student, I believe that he/she competently performs these procedures with minimal assistance.

Technologist: \_\_\_\_\_

Date: \_\_\_\_\_

**EXAMPLE COMPETENCY:**  
**RADIOPHARMACY**

# UAB Health Physics Program

## Radiopharmacy Checklist

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

	Performed	Not Performed	N/A	Comments
<b>GENERATOR ELUTION/QC</b>				
1. Elutes generator properly				
2. Assays eluate				
3. Calculates eluate concentration				
4. Performs Al <sup>3+</sup> testing				
5. Performs Mo-99 breakthrough test				
6. Calculates radionuclide purity correctly				
<b>RADIOPHARMACEUTICAL QC</b>				
1. Performs chromatography on radiopharmaceuticals				
2. Calculates radiochemical purity correctly				
<b>UNIT DOSE PREPARATION</b>				
1. Withdraws appropriate volume/activity				
2. Uses proper aseptic technique				
3. Assays dose				
4. Labels dose correctly				
<b>RADIATION PROTECTION</b>				
1. Wears lab coat and personal monitors				
2. Wears gloves when handling radioactivity				
3. Uses time, distance and shielding effectively				
<b>RECEIPT/HANDLING</b>				
1. Correctly packages radiopharmaceutical for shipment				
2. Checks incoming/outgoing boxes for contamination				
3. Checks exposure levels on outgoing boxes				

**Radiopharmacy Checklist continued...**

	Performed	Not Performed	N/A	Comments
4. Attaches appropriate DOT label on outgoing shipments				
<b>MISCELLANEOUS</b>				
1. Performs daily constancy check on dose calibrator				
2. Other (indicate task)				
3. Other (indicate task)				
4. Other (indicate task)				

Comments:

## **Radiopharmacy Assignment**

1. Supply the following information about the Mo-99/Tc-99m generators used in this radiopharmacy.

Manufacturer \_\_\_\_\_

Wet or dry column? \_\_\_\_\_

Size (Mo-99 activity at calibration) \_\_\_\_\_

2. For “dry” column generators, what volume of saline is added to the generator? What size evacuated vials are used to collect the eluate?

3. Is the eluate concentration approximately the same from one elution to the next?

4. How often is a particular generator eluted?

5. Calculate the elution efficiency of one of the generators in use at this facility. Show all your work.

6. For how many days is a generator used?





# SUMMARY EVALUATION

A summary evaluation is to be completed for each practicum site.

## UAB Health Physics Program Summary Evaluation

STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

Directions: The following categories describe specific behaviors. To the right of each are 4 or 5 descriptors. Please read each carefully and then place an "X" in the box with the descriptor that best applies to the student.

<b>Technical Knowledge</b>	Lacks knowledge of fundamental principles	Limited: Needs help with techniques frequently	Superior: Can answer almost any question; performs independently	Fair: Occasionally needs help	Good: Rarely needs help
<b>Quality of Work</b>	Extremely accurate with rare exceptions	Usually accurate	Often needs major correction	Most work inaccurate; needs constant correction	Consistently accurate; little help needed
<b>Initiative</b>	Conscientious, requiring some follow-up	Neglects work or wanders; needs frequent reminders	Extremely thorough with all assignments	Stays with job; needing occasional reminders	Avoids work and often leaves with work undone
<b>Work Attitude</b>	Enthusiastic; Considerate and helpful; follows instruction carefully and accurately	Complains occasionally; relates well to others; usually follows instructions	Resents authority; complains about work; does not follow instructions	Complains often; not a good team member; argumentative	Accepts assignments willingly asks when instruction is needed
<b>Judgment</b>	Good judgment; asks when in doubt	Almost always exercises good judgment independently	Frequently makes faulty judgment	Lacks basics of common sense	Occasionally makes faulty judgment
<b>Personal Appearance</b>	Always unkempt and untidy; poor personal hygiene	Neat and clean; good personal hygiene	Occasionally unkempt and untidy; poor personal hygiene		Exemplary; very professional
<b>Use and Care of Equipment</b>	Often misuses equipment and facilities	Is careful with equipment and facilities	Sometimes misuses equipment and facilities	Is careful; interested in maintaining equipment	Careless and wasteful
<b>Communication</b>	Low; relevant information not transmitted	Inappropriate; voice abrupt and not applicable	Average; transmits pertinent info when prompted	Above Average; transmits pertinent info without prompt	Superior; relays info appropriately and accurately
<b>Punctuality</b>	Consistently on time	Occasionally tardy	Frequently tardy		

Comments:

On \_\_\_\_\_ (date), a conference regarding the contents of this evaluation was held.

Student: \_\_\_\_\_ Instructor/Supervisor: \_\_\_\_\_

# **SELF-ASSESSMENT**

One self-assessment is to be completed at the end of each semester of MHP 691.

## UAB Health Physics Program

### Self-Assessment

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Practicum Site: \_\_\_\_\_

Reviewed: \_\_\_\_\_

The ability to assess your own performance is an important skill. This is one skill that professionals can use to direct their personal professional development over their entire career. The following questions are designed to help you reflect on the practical experience you have just finished. After you have completed this form, it should be reviewed with your advisor.

Note: Only one self- assessment is needed per term.

In completing this form, consider technical, communication, and administrative/management skills.

1. During this practicum, what new skills or knowledge have you acquired, and how do you anticipate using this information in your future career?

2. Are there any areas where you felt like your experience could have been improved?

***Self-Assessment continued...***

3. How could the area(s) identified in #2 be improved?

4. Are there additional skills that you feel you need to develop further?

# APPENDICES

The University of Alabama at Birmingham  
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**APPENDIX A: Student Work Policy**

(November 2002)

All students are covered by professional liability insurance when they are enrolled and participate in the supervised practice courses of the MHP Program. Students who become employees in a clinical area and whose work takes place outside of the MHP curriculum are not covered by student liability insurance.

For work that requires monitoring of radiation exposure, unless the student is a UAB employee, students must wear dosimeters provided by their employers. Students must wear personnel dosimeters provided by UAB only when they are functioning as a UAB MHP student in an assigned clinical facility or when they are working as a UAB employee in an area where occupational radiation exposure is monitored.

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**APPENDIX B:**

**University of Alabama Hospital and Advanced Imaging Center Dress Code Standard**

**UNIVERSITY OF ALABAMA HOSPITAL  
 DRESS CODE STANDARD**

Title of Management Policy: <u>Dress Code Standard</u>	
JCAHO Reference:	
Initiated: <u>Dress Code Project Team</u>	Initiated: _____
Author _____ Date _____	Author _____ Date _____
Endorsed: <u>Patient Relations Steering Committee</u>	Endorsed: _____
Committee/Manager _____ Date _____	Committee/Manager _____ Date _____
Approved: (originally) _____ Date _____	Approved: (originally) _____ Date _____
Approved: (Present Edition) <u>Kevin E. Jeter</u> <u>9/25/96</u> Hospital Executive Director Date	Approved: (Present Edition) <u>[Signature]</u> <u>9/25/96</u> Chief, Medical Staff Date

**1. PURPOSE:**

To set forth dress standards that will present a professional image of UAB University Hospital.

**2. PHILOSOPHY:**

It is our belief that the dress/appearance of staff promotes a positive, professional image that projects a caring atmosphere to our patients/customers. It is the responsibility of each Department director/manager to use discretion in the interpretation of this policy to ensure that these standards are met.

**3. POLICY:**

3.1 All employees are expected to maintain the standards of neatness, cleanliness, grooming and dress. The following guidelines represent minimum standards. Department directors/managers may adopt additional dress standards more stringent (but not less stringent) than the requirements indicated below.

3.2 Hospital identification badges will be worn at collar/shoulder level while on the Hospital premises for work related purposes. The name and picture will be visible. Clinical areas may alter the location of the identification badge when engaging in an activity that may affect patient safety.

3.3 Street clothes/uniforms will be clean, wrinkle free and loose fitting to allow for freedom of movement. No halter tops, sweat pants/shirts, or leggings (that are not part of the department uniform) will be worn. Shirt tails must be tucked into pants.



**Appendix B Continued...**

- 3.4 Clothing with slogans, advertisements, or logos will not be worn (except that employees may wear clothing with slogans, advertisements, or logos promoting Hospital-sponsored events and initiatives that are authorized by Hospital management (department directors/managers).
- 3.5 Dresses/skirts cannot exceed two inches above the knee in length.
- 3.6 Dress shorts can be worn with a jacket/blazer and cannot exceed two inches above the knee in length.
- 3.7 Hosiery will be worn with dresses, skirts and dress shorts. Patterned, appliquéd or seamed hosiery are not acceptable.
- 3.8 Shoes should be comfortable, appropriate for the work environment and consistent with professional attire.
- 3.9 Sunshades (or other tinted, non-prescription glasses) shall not be worn inside hospital facilities.
- 3.10 Caps or hats are not acceptable unless a part of the uniform.
- 3.11 Under garments will be worn and will not be visible.
- 3.12 Each employee is responsible for his/her daily personal hygiene.
- 3.13 Jewelry will be conservative/no facial jewelry permitted (except on earlobes).
  - No more than:
    - 3.13.1 Anklets – 1
    - 3.13.2 Rings may be on 2 fingers per hand (not to extend above the knuckle).
    - 3.13.3 Earrings – No more than 2 pairs may be worn. Earrings will be no larger than two inches in diameter or length.
    - 3.13.4 Necklace – 2 necklaces
    - 3.13.5 Bracelet – 1 to each arm
    - 3.13.6 Watch – 1 watch
- 3.14 Nails will be neat and clean; no longer than one-half inch from the end of finger.
- 3.15 Hair will be neat and clean.
- 3.16 A minimum amount of perfume, cologne or other scented products may be worn outside patient care areas.

**Appendix B Continued...**

- 3.17 Uniforms and other applicable items supplied by the Hospital Department (i.e., keys identification badge, etc.) must be returned to the department when an Individual ends employment with the Hospital or transfers to another area within the Hospital.
- 3.18 Dress standards will be adhered to anytime an employee is on the hospital premises and wearing an identification badge. Requests for exceptions to any of the dress standards based on cultural, religious or medical reasons must be submitted in writing by the employee to the Director, Hospital Human Resources Management for consideration. The employee will receive a written response.

**4. DISCIPLINARY ACTION – Rolling 12-Month Basis:**

Employees who are in violation of this standard may be sent home without pay to change clothes and return immediately to work. The Department director/manager may use their discretion as to whether or not the employee may make up time missed.

The disciplinary process will be activated consistently with University policy:

- 4.1 Verbal Warning with Education of Hospital and Departmental Policy (if applicable)
- 4.2 Written Warning with Education of Hospital and Department Policy
- 4.3 Suspension and Imposed Probation
- 4.4 Termination

**5. EDUCATION:**

- 5.1 New employees will be presented a copy of the Hospital Dress Code Standard and the Department Dress Code Standard (if applicable) during orientation.
- 5.2 Each Department Dress Code Standard will address specific requirements for the area (i.e., uniforms) and take into consideration the safety needs of employees and patients, or other customers (i.e., no sandals or open toed shoes, appropriate cover worn over scrub suits when outside sterile environment, etc.). It will also state locations and under what conditions the garments will be worn (i.e., no surgical shoe covers outside surgical area, etc.).
- 5.3 Department Dress Code Standards will be approved by the respective Associate Executive Director and a copy will be sent to the Human Resource Management, Department of Relations, Administration Building, extension 4-4458.
- 5.4 Hospital Dress Code Standard evaluation will occur at least annually.

**6. SCOPE:**

Dress Code Standards applies to all areas of the Hospital.

**Appendix B Continued...**

**7. PERFORMANCE IMPROVEMENT TRACKING RECORD**

Action			Reasons for Development of Standard						Change in Practice	
New Policy	Policy Revision	Policy Review	Required Review	Document Current Practice	Legal/Regulatory Requirement	Quality Risk Safety	New Knowledge	Cost Efficiency	Yes	No
<b>REVISIONS:</b> This policy is to be reviewed frequently, no less than once every three (3) years, and revised as needed.										
<b>DATE DISTRIBUTED:</b>										
<b>FILE NAME:</b> It should have the same name as the old dress code standard										

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**APPENDIX C:**  
**Student Evaluation of Supervised Practice**

Practicum Site: \_\_\_\_\_ Academic Year: \_\_\_\_\_

In an effort to improve the effectiveness of the supervised practice portion of the MHP program, please respond to the following statements concerning your experience. Use the following rating scale:

- Strongly agree            4
- Agree                      3
- Disagree                  2
- Strongly disagree       1
- Unable to comment      0

1. My knowledge and skill (from classroom and/or previous experiences) were assessed at the beginning of this practicum. 4 3 2 1 0
2. I clearly understood to whom I was directly responsible to at all times. 4 3 2 1 0
3. Throughout the rotation, the instructors/supervisors attempted to determine how much knowledge and skill I possessed before assigning a particular task. 4 3 2 1 0
4. After the practicum instructors became familiar with my level of proficiency, I was given the opportunity to “try my wings”. 4 3 2 1 0
5. Based on my experience and skill, I would describe the overall degree of supervision I received as:  
 Too close \_\_\_ Commensurate with need \_\_\_ Not close enough \_\_\_  
 If not commensurate with need, please comment:
6. I clearly understood what my assignments were and what was expected of me. 4 3 2 1 0
7. I understood the criteria for acceptable technical performance. 4 3 2 1 0
8. I understood what was considered acceptable student behavior. 4 3 2 1 0
9. The practicum instructors established daily learning objective for me. 4 3 2 1 0

**Appendix C Continued...**

Use the following rating scale:

Strongly agree	4
Agree	3
Disagree	2
Strongly disagree	1
Unable to comment	0

- |     |   |           |
|-----|---|-----------|
| 10. | My rotation provided experiences that reinforced the knowledge and skill I had when I entered the rotation. | 4 3 2 1 0 |
| 11. | The rotation provided new experiences from which I could learn and grow professionally.                     | 4 3 2 1 0 |
| 12. | The rotation was a well-rounded experience.   | 4 3 2 1 0 |
| 13. | There were areas that were over or underemphasized.   | 4 3 2 1 0 |

Identify those areas.

How was this advantageous or disadvantageous to you?

- |     |   |           |
|-----|---|-----------|
| 14. | I received constructive evaluations and comments about my progress. | 4 3 2 1 0 |
| 15. | I received these often enough to help me correct my weaknesses.     | 4 3 2 1 0 |

16. I received feedback about my performance:

Daily or whenever appropriate \_\_\_ Midway \_\_\_ Final \_\_\_

17. I feel the following could improve this practicum rotation:

Other comments:

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**APPENDIX D:**

**Policy Regarding Student Participation in I-131 Therapy**

Any student participating in or observing an Iodine-131 therapy must notify the Clinical Coordinator within 24-hours of participation and must have a thyroid uptake performed 24 – 48 hours following participation/observation.

The uptake must be performed at the practicum site or at the UAB Radiation Safety Office. A copy of the results should be submitted to the Program Director.

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**APPENDIX E:**  
**IDENTITY THEFT PREVENTION POLICY**

(Red Flags)

April 1, 2011

**I. Introduction**

The University of Alabama at Birmingham (UAB), also referred to herein as "University," has developed this Identity Theft Prevention Policy to facilitate the University's Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's ("FTC") Red Flags Regulation (16 CFR § 681.2), which implements Section 114 of the Fair and Accurate Credit Transactions (FACT) Act of 2003 and the final rules implementing section 315 of the FACT Act. The regulations require each financial institution or creditor to develop and implement a written Identity Theft Prevention Program (Program) to detect, prevent, and mitigate identity theft in connection with the opening of certain accounts and the maintenance of certain existing accounts. For the purpose of these regulations, UAB is considered a creditor and has developed this policy with consideration of the size and complexity of the University's operations, its account systems and the nature and scope of the University's activities.

**II. Scope and Applicability of Policy**

Managing and protecting data are responsibilities shared by all members of the University community. This policy complements existing "Red Flags" policies of the UAB Health System (UABHS), and other existing University policies related to data security, data protection, and information disclosure. Such policies include, but are not limited to, the UAB Data Protection and Security Policy and the UAB Information Disclosure and Confidentiality Policy. These and other related policies combine to promote UAB's effort to comply with the Health Insurance and Portability and Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), Graham Leach Bliley Act (GLBA), Payment Card Industry (PCI) standards, and the Federal Information Security Management Act (FISMA).

This policy applies to Primary Covered Accounts in Appendix (A) and does not apply to accounts covered under the UABHS "Red Flags" policy.

1. Excepting those individuals covered by the existing UABHS "Red Flags" policy, all other individuals, (faculty, staff, students, and visitors), schools, departments, affiliates and/or other similar entities within the University community, including employees of contracted or outsourced non-UAB entities who have access to covered account Personal Identifying Information (PII) are subject to this policy.

**Appendix E Continued...**

2. All customer PII not covered by the UABHS “Red Flags” policy is covered under this policy including, but not limited to, PII data contained in centralized institutional systems, department/unit systems, systems created or operated by third party vendors under the direction of UAB, and PII data stored or maintained in any other capacity or medium where there is a reasonable foreseeable risk of identity theft.

**III. Definitions and Program**

**A. Definitions Used in this Program**

1. **Identity Theft** is a fraud committed or attempted using the identifying information of another person without authority.
2. **Red Flag** is a pattern, practice, or specific activity that indicates the possible existence of identity theft.
3. An **Account** is a continuing relationship established by a person with a financial institution or creditor to obtain a product or service for personal, family, household or business purposes. Account includes: (i) An extension of credit, such as the purchase of property or services involving a deferred payment; and (ii) A deposit account.
4. A **Covered Account** is (i) any account the University offers or maintains primarily for personal family or household purposes, that allows multiple payments or transactions, including one or more deferred payments; and (ii) any other account the University identifies as having a reasonable foreseeable risk to customers or the safety and soundness of the University from identity theft. A list of covered accounts under this policy can be found in Appendix A.
5. **Program Administrator** is the individual designated with primary responsibility for oversight of the Identity Theft Policy. See Section VII below.
6. An **Identity Theft Prevention Officer** is someone designated by a department with covered accounts to serve as a liaison to the Program Administrator and is responsible for ensuring that the requirements of the Identity Theft Prevention Policy are incorporated in departmental procedures. This person also may be responsible for ensuring the implementation of other University policies that safeguard and protect data from unauthorized access, use, and disclosure.
7. **Personal Identifying Information (PII)** is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person. Below are examples of data fields that are considered PII:
  1. Taxpayer Identification Number (SSN, ITIN or EIN)
  2. System Generated Identification Number (student number or patient number, etc.)
  3. Government Passport Number
  4. Government Issued Driver’s License or Identification Number
  5. Name
  6. Date of Birth
  7. Address
  8. Telephone Number(s)
  9. Personal Identification Number (PIN)



**Appendix E Continued...**

10. E-mail Address
11. Blazer ID
12. Password
13. Computer Internet Protocol Address
14. Routing Code

**B. Fulfilling Requirements of the Red Flags Regulations**

Under the red flags regulations, the University is required to establish an “Identity Theft Prevention Program” tailored to its size, complexity and the nature of its operation. **Each University department with covered accounts that maintains, disseminates or disposes of covered account PII data shall designate an individual who will serve as the department’s Identity Theft Prevention Officer.**

The Identity Theft Prevention Program must contain reasonable policies and procedures to:

1. **Identify** relevant red flags for new and existing covered accounts and incorporate those red flags into the Program;
2. **Detect** red flags that have been incorporated into the Program;
3. **Prevent** identity theft by responding appropriately to any red flags that are detected;
4. **Mitigate** identity theft once it has occurred; and
5. **Update** the program periodically to reflect changes in risks to the customer and the University from identity theft.

**IV. Identification of Red Flags**

In order to identify relevant red flags, the University departments should consider the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. The University has identified the following red flags in each of the categories listed in this section. Additional red flags may be identified by each department and included in the department’s procedures to prevent, detect, and mitigate identity theft.

**A. Notifications and Warnings from a Credit Reporting Agency**

1. A report of fraud accompanying a credit report;
2. A notice or report from a credit agency of a credit freeze on an applicant;
3. A notice or report from a credit agency of an active duty alert for an applicant;
4. Receipt of a notice of address discrepancy in response to a credit report request; and
5. Indication from a credit report of activity that is inconsistent with an applicant’s usual pattern of activity.
  1. A recent significant increase in the number of inquiries.
  2. An unusual number of recently established credit relationships.
  3. A material change in the use of credit, especially with respect to recently established credit relationships.
  4. An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

*Appendix E Continued...*

**B. Suspicious Documents**

1. An identification document or card that appears to be forged, altered or inauthentic;
2. An identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
3. Any other document with information that is not consistent with existing PII maintained by the department or presented by the person opening an account or engaging in an account transaction; and
4. An application for service that appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

**C. Suspicious Personal Identifying Information (PII)**

1. PII presented that is inconsistent with other information on record that the person has provided (example: inconsistent date of birth, SSN, address or telephone numbers, etc.);
2. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
3. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
4. A Social Security Number presented that is the same as one given by another person;
5. An address or phone number presented that is the same as that of another person not reasonably expected to be a part of the same household; and
6. Failure to provide complete PII in person, on the phone, or on an application when reminded to do so.

**D. Suspicious Covered Account Activity or Unusual Use of Account**

1. Change of address for an account is followed by a request to change the person's name;
2. Payments stop on an otherwise consistently up-to-date account;
3. Account is used in a way that is not consistent with prior use;
4. Mail sent to the person is repeatedly returned as undeliverable;
5. Notice is received by the University that a person is not receiving mail sent by the University;
6. Notice is received by the University that an account has unauthorized activity;
7. A breach is detected in the University's computer system security; and
8. Unauthorized access to or use of a person's account information is detected.

**E. Alerts from Others**

1. Notice to the University received from an identity theft victim, law enforcement or other individual that the University has opened or is maintaining a fraudulent account for a person engaged in identity theft.
2. Notice to the University from any organization that an account may be fraudulent.

*Appendix E Continued...*

**V. Detecting Red Flags**

**A. New Covered Accounts**

In order to detect any of the red flags associated with the establishment of a new covered account, University personnel shall take the following steps to obtain and verify the identity of the person opening the account:

1. Require certain identifying information such as name, date of birth, academic records, home address, or other identification or combination thereof. The identifying information may vary by department contingent upon the nature of the services provided and the data maintained in departmental records.
2. Verify the person's identity at the time of issuance of an identification card (review of driver's license, passport, or other government-issued photo identification).
3. Examine documents presented for identification purposes for evidence of falsification or tampering.
4. Validate that the person has met all other University or departmental requirements associated with the opening of a new account.

**B. Existing Accounts**

In order to detect any of the red flags identified above for an existing account, University personnel shall take the following steps to monitor transactions on an account:

1. Verify the person's identity at the time of re-issuance of an identification card (review of driver's license, passport, or other government-issued photo identification etc.).
2. Verify the identification of a person who is requesting information in person or by telephone, facsimile, email, or other media.
3. Verify the validity of requests to change PII by mail, email, or other media and provide the person a reasonable means of promptly reporting incorrect data changes.
4. Notify the individual by e-mail, U. S. mail, telephone, any other means agreed upon by the individual, or by any combination of these methods when PII changes occur and provide the person a reasonable means to promptly report incorrect data changes.
5. Review periodically the list of data fields included in Section III of this policy under the definition of PII and update the list when new data fields are identified that may become relevant to the prevention, detection, and mitigation of identity theft.

**C. Consumer ("Credit") Report Requests**

In order to detect any of the red flags identified above when a credit or background report is sought, University personnel will take the following steps to assist in identifying address discrepancies:

1. At the time a request for a credit report is made to the consumer reporting agency, require written verification from the person that the address provided by the person is accurate.
2. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the person for whom the requested report was made.
3. Report to the consumer reporting agency an address for the person that the University has reasonably confirmed is accurate.

*Appendix E Continued...*

**VI. Preventing and Mitigating Identity Theft**

In the event University personnel detect any identified red flags, such personnel shall notify their supervisor or the individual designated as the department's Identity Theft Prevention Officer. Depending on the department's assessment of the degree of risk posed by the red flag, one or more of the following steps should be taken.

**A. Prevent and Mitigate**

1. Delay opening an account until a reasonable belief has been formed that the person for whom a business relationship is being established has been properly identified;
2. Continue to monitor a covered account for evidence of identity theft;
3. Contact the person for whom a red flag was detected;
4. Place the account on hold to prevent unauthorized access or use;
5. Change any passwords or other security devices that permit access to covered accounts;
6. Provide the person with a new identification number or account number;
7. Notify the Program Administrator for determination of the appropriate step(s) to take;
8. Notify UAB Police Department, Criminal Investigation Division;
9. Make corrections to the account to remove unauthorized activity, but maintain documentation to support an investigation;
10. File or assist in filing a Suspicious Activities Report ("SAR"); or
11. Determine that no response is warranted under the particular circumstances.

**B. Protect Covered Account Personal Identifying Information (PII)**

In order to further prevent the likelihood of identity theft occurring with respect to covered account PII, the department's Identity Theft Prevention Officer shall take the following steps with respect to its internal operating procedures. These steps may require coordination with UAB Information Technology, Health System Information Services, or any other division responsible for the department's technical support.

1. Secure all websites containing the ability to access covered account PII;
2. Ensure that office computers with access to covered account PII are password protected;
3. Avoid use of Social Security Numbers when possible;
4. Ensure computer virus protection is up to date;
5. Require and keep only the kinds of information that are necessary for University purposes;
6. Properly store and secure all paper documents, files, CDs, floppy disks, zip drives, flash drives, tapes, and backups containing covered account PII in locked cabinets that are not accessible by any unauthorized individual;
7. Store file cabinets containing covered account PII in a locked room that is not accessible by any unauthorized individual;
8. Designate an employee within the department who will be responsible for controlling keys to the file cabinet and room, authorizing copies of the keys, and ensuring distribution of those keys only to employees with legitimate authorized need;

**Appendix E Continued...**

9. Ensure that sensitive papers are not left on employees' desks when they are away from their workstations and that employees work with data in such a way as not to cause an unauthorized disclosure of information;
10. Include tracking and delivery confirmation when the University is legally required to provide PII to a third-party; and
11. Ensure complete and secure destruction of paper documents, computer files, and other data storage mechanisms containing covered account PII when a decision has been made to no longer maintain such information.

**VII. Program Administration**

**A. Oversight**

The President of the University, or her or his designee, shall appoint a Program Administrator responsible for the identity theft prevention program. The Program Administrator shall work with the identity theft prevention officers designated by the departments to develop, implement, and monitor the effectiveness of this program and policy. Also, the Program Administrator shall communicate policy changes and updates to the Program.

**B. Staff Training and Compliance Reports**

1. The individual designated as the identity theft prevention officer for a department shall coordinate with the Program Administrator to provide staff training that is necessary to detect, prevent, and mitigate identity theft.
2. Periodically, as requested by the Program Administrator, the department's identity theft prevention officer shall submit a report to the Program Administrator on compliance with this Program. The annual report should include all known identity theft incidents that have occurred during the year. Also, the annual report should address the effectiveness of this policy and related procedures against the risk of identity theft. Any recommendations for changes to the Program should be included as well.

**C. Service Provider Arrangements**

In the event the University engages a service provider to perform an activity in connection with one or more covered accounts, the University, through its contract review process, shall take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

1. Require in any contract that service providers have identity theft policies and procedures in place; and
2. Require in any contract that service providers report any red flags or identity theft incidents associated with University accounts/records to the University employee with primary oversight of the service provider relationship.

**D. Non-disclosure of Specific Practices**

For the effectiveness of the University's Identity Theft Prevention Program, knowledge about specific red flag identification, detection, mitigation, and prevention practices should be limited

***Appendix E Continued...***

to the Program Administrator, Identity Theft Prevention Officers, and departmental employees who are responsible for the implementation of this policy. Any documents that may be reviewed or produced in order to develop or implement this Program that list or describe such specific practices and the information those documents contain are considered confidential and should not be shared with other employees or the public. Also, all documents reviewed or produced as a result of identity theft, or in the investigation of potential identity theft, are considered confidential.

**E. Program Updates**

Changes in Federal regulations may require immediate changes to this policy. Also, the Program Administrator shall periodically review and update this policy and program to reflect changes in risks to customers and the University from identity theft. In doing so, the Program Administrator will consider the University's experiences with identity theft incidents, changes in identity theft methods related to the prevention, detection and mitigation of identity theft, and changes in the University's business arrangements with other entities. After considering these factors and others as deemed necessary, the Program Administrator will be responsible for recommending policy changes to the appropriate University administrators.

**VIII. Implementation of Policy**

The Vice President for Financial Affairs and Administration through the Associate Vice President for Financial Affairs is responsible for procedures to implement this policy.

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**APPENDIX F:**

**Identity Theft Prevention Policy**

**UAB List of Covered Accounts**

**As of March 1, 2011**

The definition of a “covered account” is promulgated by the following regulatory agencies: Federal Trade Commission (FTC) 16 CFR 681.2; Department of the Treasury Office of the Comptroller of the Currency (OCC) 12 CFR 41.9; Federal Reserve System (FRS) 12 CFR 222.9; Federal Deposit Insurance Corporation (FDIC) 12 CFR 334.9; Department of the Treasury Office of Thrift Supervision (OTS) 12 CFR 571.9; National Credit Union Administration (NCUA) 12 CFR 717.9.

*A “covered account” means: (i) an account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions, such as a credit card account, mortgage loan, automobile loan, margin account, cell phone account, utility account, checking account, or savings account; and (ii) any other account that the financial institution or creditor offers or maintains for which there is a reasonable foreseeable risk to customers or the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.*

The University will evaluate its accounts and customer relationships to update this list periodically as required by the regulations.

**Covered Accounts Identified as of March 1, 2011:**

1. **Banner Student Records** - Undergraduate Admissions, Graduate Admissions, Registrar’s Office, Financial Aid, Housing Office, Student Accounting, and all other departments with access to student records in Banner
2. **Student Loan Accounts** - Office of Student Accounting Services
3. **Campus Card** – UAB Campus Card Office
4. **Blazer Bucks Accounts** (BlackBoard) - UAB Campus Card Office
5. **Advancement Accounts** (Banner: Alumni and other Contributors) - Office of Development, Alumni, and External Relations
6. **Retiree Payment Accounts** - Benefits Office - Human Resources Management
7. **Leave Without Pay Benefits Accounts** - Benefits Office - Human Resources Management
8. **Patient Accounts** - Dental Clinics - School of Dentistry
9. **Patient Accounts** – Optometry Clinic – School of Optometry