

# Vanderbilt University Medical Center Center for Programs in Allied Health

2026-2027 Program Catalog

July 1, 2026 – June 30, 2027

Vanderbilt University Medical Center is authorized by the Tennessee Higher Education Commission (THEC). This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

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<https://www.vumc.org/allied-health/center-programs-allied-health>

Vanderbilt University Medical Center is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), a national accrediting agency recognized by the United States Department of Education.

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# ABOUT VANDERBILT UNIVERSITY MEDICAL CENTER

WEBSITE: [www.vumc.org](http://www.vumc.org)

Vanderbilt University Medical Center (VUMC) is a comprehensive healthcare facility dedicated to patient care, research, and biomedical education. Its reputation for excellence in each of these areas has made VUMC a major patient referral center for the Mid-South. Each year, people throughout Tennessee and the Southeast choose VUMC for their health care needs, not only because of its excellence in medical science, but also because the faculty and staff are dedicated to treating patients with dignity and compassion.

Vanderbilt University Medical Center accommodates more than 3.2 million patient visits per year throughout its seven hospitals and more than 180 clinics. A principal referral center for physicians and patients throughout the region, Vanderbilt University Medical Center and the Vanderbilt Medical Laboratories consistently rank among the premier health care facilities in the United States. Vanderbilt University Medical Center houses the region's Level 1 trauma and burn center, and Monroe Carell Jr Children's Hospital at Vanderbilt provides a Level IV neonatal intensive care unit. Additionally, VUMC operates the fifth largest transplant center by volume with 739 solid organ transplants performed in 2023. Many of the services offered by Vanderbilt University Medical Center have been ranked among the foremost programs in the nation by U.S. News & World Report's listing of "America's Best Hospitals". Vanderbilt's programs in cancer; cardiology and heart surgery; digestive tract; ear, nose, and throat; hormonal disorders; gynecology; orthopedics; respiratory care; rheumatology; and urology were assessed among the top such programs in hospitals nationwide.

Vanderbilt University Medical Center is a major medical treatment, research and education institution comprised of many hospitals and buildings, including Vanderbilt University Hospital (VUH), Rudolph Light Hall (LH), Medical Center North (MCN), Vanderbilt Children's Hospital (VCH), Medical Center East (MCE), and The Vanderbilt Clinic (TVC). VUMC serves the health care needs of the Nashville community and the surrounding areas of Middle Tennessee, southern Kentucky, and northern Alabama. VUMC is dedicated to patient care, biomedical research, and education for health care professionals.

Among Vanderbilt's specialty clinics are the Henry-Joyce Cancer Clinic and Clinical Research Center, the patient care arm of the Vanderbilt-Ingram Cancer Center (VICC). The VICC, a National Cancer Institute Clinical Cancer Center, provides comprehensive care for cancer patients along with basic and bench-to-bedside research. The state-of-the-art research program provides the latest breakthroughs in treatment for our patients. Additionally, VUMC's Level I trauma center, comprehensive burn center, LifeFlight air emergency transport program, the Voice Center, the Vanderbilt Bill Wilkerson Center, and 19 specialty services of Children's Hospital, including the Level IV neonatal intensive care unit, are the only programs of their kind in middle Tennessee.

# VUMC HISTORY AND OWNERSHIP

Vanderbilt University Medical Center has been operating non-degree allied health programs since 1929 under Vanderbilt University who is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools; accreditation has been maintained since 1895. Vanderbilt University Medical Center is a Tennessee nonprofit corporation 501(c)(3) operating three certificate programs, each accredited by a programmatic accreditor.

Until April 2016, Vanderbilt University owned and operated several hospitals and clinics collectively known as Vanderbilt University Medical Center, including Vanderbilt University Hospital, Vanderbilt Psychiatric Hospital, and Monroe Carell Jr. Children's Hospital at Vanderbilt, and their associated clinics. Effective April 30, 2016, Vanderbilt University conveyed the clinical assets used in the operation of Vanderbilt University Medical Center to a newly formed, not-for-profit, tax-exempt corporation, which is similarly named Vanderbilt University Medical Center. Vanderbilt University Medical Center now operates independently of Vanderbilt University. It is clinically and academically affiliated with Vanderbilt University.

## ***Center For Programs in Allied Health Mission Statement***

The Center for Programs in Allied Health of Vanderbilt University Medical Center is dedicated to preparing students for excellence in their chosen career and instilling compassion and a commitment to the highest quality of patient care through transformative learning programs and access to the delivery of exemplary healthcare.

## ***VUMC Credo***

- We provide excellence in healthcare, research, and education.
- We treat others as we wish to be treated.
- We continuously evaluate and improve our performance.

## ***Credo Behaviors***

- |                                             |                                    |
|---------------------------------------------|------------------------------------|
| • I make those I serve my highest priority. | • I conduct myself professionally. |
| • I respect privacy and confidentiality.    | • I have a sense of ownership.     |
| • I communicate effectively.                | • I am committed to my colleagues. |

# VUMC BOARD OF DIRECTORS

The Board of Directors provides oversight and counsel to help the medical center achieve its business and organizational goals.

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John F. Stein, Vice Chair  
Jeffrey R. Balser, M.D., Ph.D.  
Lucinda M. ("Cindy") Baier  
Daniel Diermeier, PhD  
Sara J. Finley

John R. Ingram  
Colin V. Reed  
Bill Carpenter  
Gail Carr Williams  
Makeba Williams, MD, FACOG, NCMP

# VUMC CENTER FOR PROGRAMS IN ALLIED HEALTH (CPIAH) EXECUTIVE ADVISORY BOARD

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Medical Center  
Senior Associate Dean for Clinical Practice, Vanderbilt  
University School of Nursing

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Vanderbilt University Medical Center

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Education, Vanderbilt University Medical Center

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Vanderbilt University Medical Center

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Vanderbilt University Medical Center

Camille Steward, Esq.  
Division Counsel, Office of Legal Affairs,  
Vanderbilt University Medical Center

# CPIAH ADMINISTRATIVE LEADERSHIP

Jeffrey R. Balser, MD, PhD  
President and Chief Executive Officer, Vanderbilt  
University Medical Center

Donald Brady, MD  
Executive Vice President for Educational & Medical  
Staff Affairs, Vanderbilt University Medical Center  
VUMC, Executive Vice Dean for Academic Affairs,  
Vanderbilt University School of Medicine

Beverly Connor, MBA, JD  
Chief Business Officer, Office of Health Sciences  
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Jennifer Alexander, PhD  
Faculty Affairs & Instructional Design Manager, Center  
for Programs in Allied Health, Vanderbilt University  
Medical Center

# VUMC EDUCATIONAL FACILITIES

Vanderbilt University Medical Center (VUMC) is a general medical and surgical facility known as a teaching hospital and is the main campus. The building where the administrative offices of the VUMC Center for Programs in Allied Health is located (1301 Medical Center Drive, Light Hall 502, Nashville, Tennessee 37232) is over 500,000. The Vanderbilt University Medical Center encompasses over 20 acres of land that houses a variety of facilities from which students in the allied health programs gain knowledge and experience. Each facility has up-to-date medical equipment and supplies to serve the research / patient needs, which in turn provides students the opportunity to utilize, as their program permits, under the supervision of a qualified supervisor.

VUMC facilities include the following buildings:

## *Vanderbilt University Adult Hospital*

Vanderbilt University Hospital (VUH) opened in 1980, with the major addition of the Critical Care Tower in 2009. The hospital is dynamic, growing, and dedicated to meeting the most critical and complex needs of our region, continuing Vanderbilt's more than century-old tradition of offering the best in patient care. Many patients seen in the hospitals are from states other than Tennessee, with the majority coming from Kentucky, Alabama, and Mississippi. Adjacent and attached to VUH is Medical Center East, primarily an outpatient services building, but also housing some operating rooms, patient rooms for Labor and Delivery, the Vanderbilt Bill Wilkerson Center, and the Vanderbilt Orthopedics Institute.

## *Monroe Carell Jr. Children's Hospital at Vanderbilt*

The Monroe Carell Jr. Children's Hospital at Vanderbilt opened as a stand-alone facility in 2004 and is a place of hope and healing for pediatric patients and their families. Recognized as one of the premier children's hospitals in the nation by *U.S. News and World Report* for nine years running, Children's Hospital cares for the sickest patients in the region and beyond. Children's Hospital is the most comprehensive pediatric facility in Tennessee, providing services including neurosurgery, cancer treatment, trauma care, transplant, and much more. Children's Hospital operates the region's only Level I pediatric trauma unit and a neonatal intensive care unit with the highest designated level of care. The facility is filled with state-of-the-art equipment and information systems to provide the best treatment for patients. It offers a variety of family accommodations to help fulfill its mission of patient-and family- centered care. In addition, Children's Hospital is a top-ranked teaching and research facility. As a nonprofit organization, the hospital cares for children of Tennessee and surrounding states regardless of their ability to pay.

## *The Vanderbilt Clinic (TVC)*

The Vanderbilt Clinic is a comprehensive outpatient facility, opened in 1988 and houses more than 100 medical specialty practice areas, clinical laboratories, a center for comprehensive cancer treatment, and a day surgery center.

## *Rudolph A. Light Hall (LH)*

Light Hall provides classroom and laboratory space for students in the School of Medicine. It houses the Department of Biochemistry, the Department of Molecular Physics and Biophysics, and the Howard Hughes Medical Institute.

## *Medical Research Building IV (MRB IV)*

MRB IV houses a significant amount of wet lab space and supports continued growth in VUMC research programs.

#### *Medical Center North (MCN)*

The Newman Clinical Research Center, an inpatient orthopedic unit, and a general-care unit are inside Medical Center North. The complex also houses laboratories and administrative support services for VUMC. Faculty and administrative offices and research space for medical school departments are in Medical Center North. The original portions of the building were completed in 1925. Since then, several connecting wings and buildings have been added.

#### *Vanderbilt Health One Hundred Oaks (OHO)*

This 440,000-square-foot doctors' office suite opened for patient care in 2009 and is designed for easy access off the interstate highway system, abundant surface parking, automated check-in, and integrated services, labs, and radiology. It houses numerous specialty clinics, primary care services, and advanced imaging facilities. [vanderbilthealth.com/100oaks](http://vanderbilthealth.com/100oaks)

#### *Vanderbilt Dayani Center for Health and Wellness*

The Vanderbilt Dayani Center is a medically based fitness/ health promotion center that specializes in modifying risk factors for conditions including cardiovascular disease, weight management, stress, sedentary lifestyle, and smoking. It was the first Certified Medical Fitness Center in Tennessee, is closely aligned with the Department of Physical Medicine and Rehabilitation, and serves patient care, research, and education functions within VUMC. [vanderbilthealth.com/dayani](http://vanderbilthealth.com/dayani)

#### *Shade Tree Clinic*

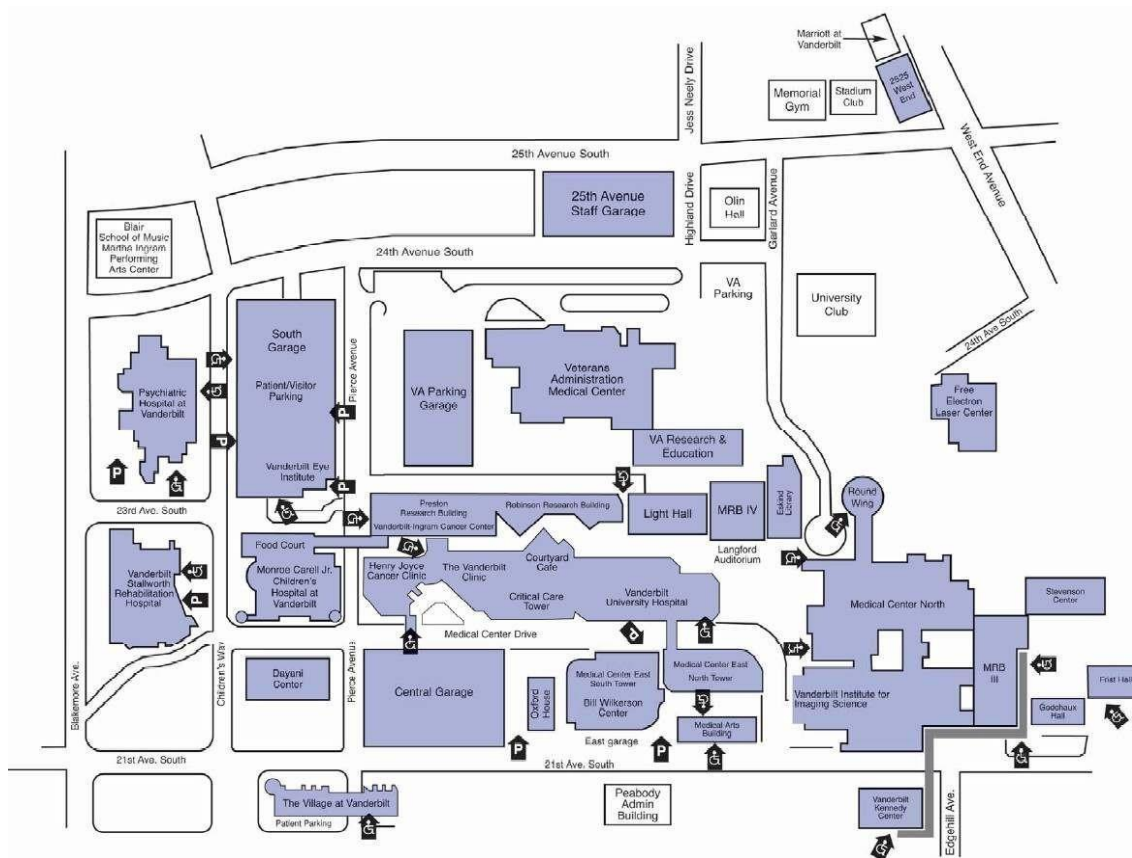
Shade Tree Clinic is a free health clinic run by Vanderbilt University medical students. Students from multiple professions provide care as part of Interprofessional teams at the clinic, and that care is supervised by physicians and other licensed professionals. Shade Tree Clinic provides a medical home for many Nashville residents with limited resources by providing exemplary primary care, care for acute & chronic illnesses, social services, and patient health education. The clinic is in the Melrose/Berry Hill area of Nashville.

#### *Vanderbilt Medical Laboratories (VML)*

Vanderbilt Medical Laboratories is the 110,000-square-foot diagnostic laboratory that supports the needs of VUMC's inpatient hospitals, outpatient clinics, regional hospitals and extramural practice customers. VML is also a separate educational center (SEC) for the Medical Laboratory Science certificate program.

#### *Green Hills Office Building*

Facilities for the Diagnostic Medical Laboratory certificate program include office space, a student classroom, and scanning laboratory at 3841 Green Hills Village Drive, which is a separate educational center (SEC).



# CPIAH ADMINISTRATIVE CALENDAR

| ACADEMIC YEAR 2026-2027         |                             |
|---------------------------------|-----------------------------|
| Independence Day 2026           | Friday, July 3, 2026        |
| Labor Day 2026                  | Monday, September 7, 2026   |
| Thanksgiving Day 2025           | Thursday, November 26, 2026 |
| Christmas Eve 2026              | Thursday, December 24, 2026 |
| Christmas Day 2026              | Friday, December 25, 2026   |
| New Year's Day 2027             | Friday, January 1, 2027     |
| Martin Luther King Jr. Day 2027 | Monday, January 18, 2027    |
| Memorial Day 2027               | Monday, May 31, 2027        |

*These dates are when the administrative offices of the Center for Programs in Allied Health will be closed. Please refer to each program's section in this Catalog for specific program academic calendars, including starting and ending dates for educational activities.*

# STUDENT SERVICES

## ***Academic Advising / Tutoring***

Advising for the purpose of guiding students is considered an essential part of student support services provided by VUMC and is routinely provided to students by programs. VUMC also provides students tutoring support that may be required. Academic advising for students at academic risk may be initiated by VUMC personnel or by the student when the need is identified. Students receive advice from the institution about attendance and financial aid. VUMC functions in compliance with the Americans with Disabilities Act of 1990 (ADA).

## ***Career Assistance and Planning***

VUMC makes every effort to assist graduates in developing job-obtaining skills such as resume and cover letter development, interviewing skills, and appropriate post-interview follow-up activities. Upon program completion, VUMC cannot guarantee employment in the field of designated completion; however, each Program Director and program faculty offer career planning within each program area. Program Directors have established rapport and work with institutions across the country and, from time to time, are able to inform students of openings in the field. VUMC cannot and does not guarantee employment or salary, but it makes every effort to assist each graduate in their job search. Each student is responsible for securing their own employment once completing the program.

## ***Community Resources***

Information about national community resources is listed below:

| Organization                          | Website                                                                                  | Phone Number                 |
|---------------------------------------|------------------------------------------------------------------------------------------|------------------------------|
| Alcohol Abuse and Crisis Intervention | <a href="http://www.aa.org">www.aa.org</a>                                               | 1 (615) 831-1050             |
| Al-Anon                               | <a href="http://www.al-anon.org">www.al-anon.org</a>                                     | 1 (888) 425-2666             |
| Drug and Alcohol Helpline             | <a href="http://www.alcoholdrughelp.org.nz">http://www.alcoholdrughelp.org.nz</a>        | 1 (800) 787 797 or text 8681 |
| Family and Children's Services        | <a href="http://www.acf.hhs.gov">www.acf.hhs.gov</a>                                     | 1 (800) 422-4453             |
| National Domestic Violence Hotline    | <a href="http://www.thehotline.org">www.thehotline.org</a>                               | 1 (800) 799-7233             |
| Rape Crisis Center                    | <a href="http://www.therapeccrisiscenter.org">www.therapeccrisiscenter.org</a>           | 1 (888) 366-1640             |
| Suicide Hotline                       | <a href="http://www.suicidepreventionlifeline.org">www.suicidepreventionlifeline.org</a> | 1 (800) 273-8255             |
| United Way                            | <a href="http://www.unitedway.org">www.unitedway.org</a>                                 | Phone: 211                   |

The Center for Programs in Allied Health is available to work individually and confidentially with students to provide additional information and resources as needed.

## ***Counseling Services/Employee Assistance Program (EAP)***

VUMC offers an Employee Assistance Program known as Work/Life Connections-Employee Assistance Program (EAP) located at 1211 21<sup>st</sup> Avenue South in the Medical Arts Building (MAB), Room B018. They are available Monday through Friday from 8:00AM to 5:00PM. Call Work/Life Connections-EAP at 615-936-1327 for a confidential appointment.

The Employee Assistance Program (EAP) provides confidential, professional consultation, assessment, counseling, and referral for students who have psychological, behavioral and/or social problems adversely affecting performance and/or emotional health and well-being. EAP focuses on improving the health and well-being of its clients by offering prevention services, early identification, intervention, and remediation of behavioral health problems and facilitate access to necessary referral services. EAP offers

assistance for alcohol/substance abuse problems; emotional/behavioral problems; family/marital problems; financial and legal concerns; and stress-related problems.

### ***Dining Facilities***

There are several facilities in VUMC where food may be purchased.

Vanderbilt University Hospital – Courtyard Cafe

Vanderbilt Children’s Hospital – Food Court

### ***Email Accounts***

All enrolled students are assigned an official VUMC e-mail address. All school-wide and program-specific communications are provided via e-mail through their VUMC account. Students are expected to check their VUMC e-mail on a daily basis to be aware of important updates.

### ***Enrollment Agreement***

Students are required to sign an Enrollment Agreement with VUMC at orientation. The enrollment agreement is the “contract” between the student and the school. A read-only copy of the Enrollment Agreement is provided to all enrolled students for review prior to their arrival on campus for review. An official enrollment agreement will be reviewed and executed at student orientation.

### ***Identification Badges***

During orientation, VUMC photo ID badges are issued to students. This badge must be worn during all program activities as a means of identification. Hospital and library access are also provided through the identification badge; entry to clinical areas for educational activities is not allowed without an official VUMC-issued ID badge.

### ***Libraries***

VUMC students have access and privileges to the Vanderbilt University Jean and Alexander Heard Library System, including the Eskind Biomedical Library. Library hours may vary, and updates can be found at: <https://www.library.vanderbilt.edu/hours/>

Each student has access to numerous professional texts and journals through electronic Eskind Biomedical Library resources, a full Digital Library accessible with a VUNet ID and password, at: <http://www.library.vanderbilt.edu/biomedical/>

During each program’s orientation students are provided training about how to access the library’s physical and online resources. In addition, some programs have a library of reference materials resources specific to each respective profession. These libraries are generally housed in the Program Director’s office, and students in the program have borrowing privileges. Information about program-specific libraries is provided during each program’s orientation.

### ***Occupational Health Center and Off-Campus Health Resources***

Students may access services at the VUMC Occupational Health Clinic (OHC). OHC helps protect VUMC members through a variety of programs used to monitor exposure to workplace hazards and treat work-related illness and injury. OHC is located at 1211 21<sup>st</sup> Avenue South in the Medical Arts Building (MAB), Suite 640, Nashville, TN 37212.

Off campus, many Vanderbilt Health Clinics (walk-in) serve the greater Nashville community and may be utilized for illness. Services at both walk-in clinics are not free of charge, however, insurance may be accepted, depending on network participation. <https://www.myhealthwalkin.com/>

## **Orientation**

Orientation is held prior to the first day of class to welcome and acclimate new students to Vanderbilt University Medical Center. Administrative staff and Program Directors are present to provide information to help new students transition into the academic environment.

Occupational health immunization screenings also take place during orientation. Students must provide specific health-related documentation during orientation to be a student at VUMC. See specific requirements under the admissions section of this catalog.

## **Parking**

The VUMC Parking and Transportation office is located on the ground level of the East Garage. The hours are 7:30AM to 4:30 PM Monday through Friday. Parking arrangements will be made during orientation. A VUMC ID badge and state vehicle registration slip must be presented to register. Maps and shuttle schedules can be found here: <https://www.vumc.org/med-center-parking/maps-and-shuttle-schedules>.

## **Post Office**

There are two branch post offices on campus, one in the basement of Medical Center North (MCN) at B-0106 MCN (Station 17) and one on the lower level of Rand Hall (Station B). Each of these offers all the regular services of a branch post office.

## **Security and Crime Prevention**

VUMC partners with the Vanderbilt University Police Department (VUPD) for campus security. VUPD maintains a Medical Center precinct and provides a variety of safety and crime prevention services to the VUMC community. <https://police.vanderbilt.edu/>

VUMC urges students to be aware of conditions that could potentially jeopardize their safety, to avoid hazardous situations by taking common sense measures (e.g., park in lighted areas, keep car locked, maintain possession of items such as purses or bags), and to report any suspicious activities to program or school leadership or to law enforcement. Walking escorts are available for students who wish to be escorted when walking from point to point on campus during periods of darkness. Telephone the security dispatcher at extension 1-8888. This service is also provided for those who arrive at or leave work during the early morning or late-night periods of darkness. Because the demand for escorts heightens at night, a delay should be expected at that time.

Shuttle bus service is available and operates according to the schedule published on the VUMC Parking and Transportation Services website. The shuttle buses are accessible to persons with disabilities.

## **Emergency Preparedness and Emergency Numbers**

|                                       |        |
|---------------------------------------|--------|
| Medical Emergency                     | 1-1111 |
| Occupational Health                   | 6-0905 |
| Environmental Health and Safety       | 2-2057 |
| Plant Services                        | 3-4443 |
| Risk and Insurance Management         | 6-0660 |
| Environmental Services                | 3-1000 |
| Administrator On-Call – (VU Operator) | 0      |
| VUPD/Security                         | 2-2745 |

# PROGRAM DELIVERY

Programs may be offered in the traditional in-resident format, or in a blended-distance education format. Programs and courses presented in this catalog may indicate either residential or blended delivery format. Courses may use a combination of lectures, clinical activities, simulation, lab activities, and out-of-class assignments. Courses may be graded by in-class assignments, out-of-class assignments, quizzes, projects, written examinations, and practical evaluation of techniques. Students in blended distance education courses should also expect to post to threaded discussions and submit written or weekly assignments electronically.

## ***Residential Format***

Students physically attend class for the scheduled hours and complete outside preparation as required. Please see program requirements in the program section of this catalog or in the Program Handbook for additional information about participation and attendance requirements.

## ***Blended Distance Education Format***

The Blended Distance Education format courses may consist of both classroom and online instruction. Students may be required to attend scheduled classroom sessions and participate in online activities, as defined by the course syllabi. Regular participation in the classroom, as well as online, is required. Please see program requirements in the program section of this catalog or in the Program Handbook for additional information about required participation and attendance.

Students enrolled in programs that contain blended format courses will receive training on the navigation of the Learning Management System (LMS) Canvas and be provided with access to an orientation to assist them as they begin their respective programs. Blended distance education students have access to technical support on site through the Canvas Technical Support listed below:

## ***Learning Management System (Canvas)***

Canvas is a full-fledged Learning Management System (LMS). Canvas provides user-friendly ways to create advanced tools for dynamic online activities that support each course's objectives. All students will receive basic Canvas training during program orientation. Be sure to refer to the technology requirements under the admission policies that apply to all VUMC CPIAH programs.

Canvas:

- Easily scale up or down in size, depending on the needs of each program/course.
- Allows different course styles, from conducting fully online courses, to face-to-face courses.
- Provides activity modules (such as forums, databases, and wikis) to build richly collaborative communities of learning, to deliver content to students and to assess learning using assignments or quizzes.
- Canvas has many features, including:
  - Assignment submission
  - Discussion forum
  - File download
  - Grading
  - Instant messages
  - Online calendar
  - Online news and announcement
  - Online quiz
  - Multimedia integration
  - Question bank
  - Data analysis & reports
  - Device compatibility; fully functioning iPhone and Android App
  - Push notifications to devices on the app

### *Canvas Technical Support & Requirements*

Students needing technical assistance at any time may contact technical support for each application as found below:

- Canvas Student Access Help Site: <https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>
- VUMC Canvas Support: E-mail Jennifer Alexander at [Jennifer.Alexander@vumc.org](mailto:Jennifer.Alexander@vumc.org)
- Canvas Browser/Computer Requirements: <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66>

### ***Off-Site Learning Activities***

Students are expected to provide their own transportation to and from offsite learning activity locations and assume responsibility for all risks associated with the travel, unless otherwise notified by school officials. Because offsite learning activities are scheduled during classroom training hours, students who do not participate will be considered absent for the class session and are subject to the terms of the current attendance policy. Students who are unable to participate in a scheduled offsite learning activity must contact his/her instructor and/or Program Director prior to the date of the offsite learning activity to inquire as to the possibility of completing an alternative assignment in lieu of offsite learning activity participation.

## ADMISSIONS

### ***Accessibility for Disabled Students***

VUMC is committed to the provisions of the Rehabilitation Act of 1973 and Americans with Disabilities Act as it strives to be an inclusive community for students with disabilities. VUMC uses the definition of disability set forth in Section 504, which states that a disabled person is anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such impairment;
- Is regarded as having such impairment.

Admissions decisions are made using criteria independent of an applicant's disability. Students with disabilities desiring to enroll in a program must be able to meet the admissions standards of VUMC. Specific concerns pertaining to services for people with disabilities or any disability issue should be directed to the Director of the Center for Programs in Allied Health.

VUMC will make efforts to provide reasonable accommodation to qualified individuals with disabilities to the extent that such accommodation is readily achievable. Though VUMC takes the needs of students with disabilities seriously, it is not able to guarantee that all services can or will be provided. Specifically, accommodation that is unduly burdensome or fundamentally alters the nature of the service, program or activity may not be provided.

In order to receive accommodation, a student must meet the following criteria:

- Have a documented disability (documentation must be supplied) that presents a significant barrier to the educational process, and
- Request services by contacting the Director of the Center for Programs in Allied Health.

Students are required to provide medical documentation as part of their request for accommodation. All medical information remains confidential and is released to other VUMC personnel only with the student's written permission.

### ***Application Procedures***

All program applications and supplemental documents are submitted electronically through the Student Information System (SIS) utilized by the Center for Programs in Allied Health – Orbund.

Each program establishes its own admission and application procedures. Please refer to the program-specific admission and application procedures in this Catalog.

### ***Minimum Requirements for Admission***

All applicants must possess a high school diploma, a high school diploma equivalency, a current Tennessee license in the field for which the training is intended, or postsecondary credit in a degree program. If the applicant has a post-secondary degree (i.e., Associate's, Bachelor's or Master's), an official copy of the original college or university diploma, transcript, or its equivalent must be provided and verified no later than 30 days after classes commence. The evidence of graduation must include the name of the institution, city, state, and graduation year, and designation of approval by the applicable governing or state authority. VUMC periodically verifies that the institution or program was approved by the applicable governing or state authority. Applicants should speak with the program director to which they are applying for more information.

Some programs may have additional education requirements for admission. Please check the relevant program section in this catalog for additional information.

### ***Verification of High School Completion***

If VUMC has reason to suspect an applicant's high school diploma, transcript or other information is fraudulent or not valid, the Assistant Director will investigate the matter. VUMC reserves the right to deny or rescind admission in cases where fraudulence is found. If the Administration doubts validity of high school completion, the student will be required to submit an official high school diploma or transcript with completion date. If the student does not produce proof, the Assistant Director will contact the state Department of Education in which the student completed high school for confirmation. If the state Department of Education cannot produce proof, the Assistant Director will deny or rescind admission to VUMC.

### ***Blended Programs' Admission Requirements (Distance Education)***

Students applying for blended programs are assessed to ensure they have the appropriate skills and abilities necessary to succeed in the distance education components of these programs. This assessment is administered through Smarter Measure and does not take place until a student is admitted into the program. The assessment is related to the student's experience with online learning management systems and general computer and internet experience. Only students who are deemed competent with online systems will be admitted to these programs. Experience with VUMC- specific systems is not a requirement.

### ***Health Insurance***

All students enrolled in a program under The Center for Programs in Allied Health must be covered by health insurance for their entire duration of training. VUMC does **not** offer a student health insurance policy. The student must maintain health insurance coverage through his/her tenure in the program and

must provide proof of insurance (copy of insurance card or letter from insurer) during new student orientation and annually while enrolled.

### ***Background Check***

All accepted students are required to undergo a criminal background check prior to matriculation. Students are made aware of this requirement on the application signature page that their VUMC enrollment is conditional upon passing a criminal background check. Students who wish to obtain a copy of their background check report must directly contact the vendor with such request.

A criminal record will jeopardize eligibility for employment; therefore, students are advised to review any criminal record concerns with the director of the program in which they are applying to prior to deciding to apply. In the event an adverse criminal history report is returned, it is reviewed by the Program Director and the Director of the Center for Programs in Allied Health. The Executive Vice President for Educational Affairs may also be consulted. Decisions regarding non-admission of students deemed unfit due to the information in criminal background reports are final.

Individual programs may require additional screening, such as fingerprinting or more extensive background check. Information for any additional required screenings is provided by programs to students at the time of admission.

### ***Immunization and Health Records***

Upon acceptance, students must provide documentation of the immunization requirements listed on the Occupational Health website: <https://www.vumc.org/health-wellness/all-aboard/vumc-immunization-requirements>

### ***Professional Liability Insurance***

Students enrolled in VUMC programs are covered by the Vanderbilt University Medical Center liability insurance policy. The cost is paid by students as a fee included in their cost of prior. This coverage is limited only to the care participated in by students of the direction of the Program Director or designee, whether at VUMC or an official clinical education affiliate.

### ***Late Enrollment***

The Center for Programs in Allied Health at Vanderbilt University Medical Center does not allow late enrollment.

### ***International Applicants***

VUMC is not able to admit international students at this time. Green Card holders are not considered International Applicants and are therefore eligible for admission consideration.

### ***Instructional Language***

At VUMC all instruction occurs in English. VUMC does not offer English as a Second Language (ESL) instruction. Applicants whose native language is not English may be required to submit scores on the Test of English as a Foreign Language (TOEFL) or International English Language Testing Service (IELTS) as part of the admission process. Program-specific requirements are provided in program sections of this catalog.

### ***Foreign Transcript Evaluation***

Applicants whose prior education was obtained at a non-U.S. Institution are required to submit with the application for admission a full translation of the transcript into U.S. equivalency (i.e., equivalence of credits per course and of degree conferred; translation into English language only is NOT accepted). This

translation must be conducted and provided by an independent evaluation provider. The following are examples of foreign transcript and degree evaluators. VUMC does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdeval.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

### ***Technology Requirements (All Students)***

Students must have a computer (desktop or laptop) with the minimum system requirements listed below.

#### **Operating Systems**

- Windows 7 and newer (users on Windows 10 need to download the Windows 10 Anniversary Update)
- Mac OSX 10.6 and newer
- Linux – chromeOS

#### **Mobile Operating System Native App Support**

- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

#### **Computer Speed and Processor**

- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor

#### **Internet Speed**

- Minimum of 512kbps

Please see program-specific information in this catalog for additional program requirements.

### ***Readmission Policy***

Students dismissed from a VUMC program may be considered for readmission at VUMC on a case-by-case basis. Students must apply for admission consideration, and the entire application and selection process must be carried out. Students applying for readmission may be asked to interview with the Director of the Center for Programs in Allied Health. A student may be readmitted to VUMC no more than one time.

Reapplying students may be required to repeat coursework taken during a previous period of study at VUMC. The eligibility of coursework previously completed at VUMC to be applied toward graduation requirements following readmission will be determined on an individual basis, and the decision will be based on the following:

- Length of absence
- Reason for withdrawal (personal, illness, academic, etc.)
- Performance in program-recommended/required remediation, if any, during original period of enrollment
- Whether or not the student was in good academic standing when the withdrawal took place

Didactic courses previously completed at VUMC will be considered for credit toward certificate graduation requirements per the VUMC Transfer of Clock Hours or Credit to VUMC Policy. Students may be tested to determine continued proficiency in knowledge previously covered in courses. No credit for prior clinical courses, internships, labs or practical is given. Those requirements must be taken regardless of the circumstances of the student withdrawal.

### ***Employment Requirements in Allied Health Fields***

In Allied Health fields, states and employers may require licensure, certification, registration, etc., before an individual may be employed in a given field. Licensure eligibility and other requirements vary from state to state. Students are advised to check licensure and certification guidelines specific to their program of study for the states in which they plan to seek employment. VUMC does not guarantee employment.

### ***Transfer of Clock Hours or Credit to VUMC***

VUMC evaluates for transfer credit all clock hours and/or credit earned at institutions accredited by organizations recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Credits earned at other educational institutions are reviewed by VUMC and may or may not be accepted by VUMC as credit toward VUMC programs' graduation requirements. Prospective students must clearly understand which credits earned at other institutions will and will not be accepted by VUMC before executing an enrollment agreement with VUMC.

Clock hour or credit transfer requests must be made by the student in writing during the admissions process. Official evaluation of a collegiate transcript is conducted upon receipt of an official transcript directly from the institution at which the courses under consideration were earned. The student is responsible for ensuring that VUMC receives all official transcripts. An official transcript must be provided from each institution for which credit and/or clock hours are to be transferred. Transcripts provided become the property of VUMC.

Up to 25% of program clock hours and/or credit may be accepted for transfer, depending on the determination of equivalency. Only hours or credits for which a grade of C or better was awarded and that were earned within the past five years are eligible for transfer consideration. VUMC may ask the student to provide additional documentation to establish coursework completed, and VUMC may require testing and/or demonstration of skills to verify student competency related to requested transfer credit/clock hours.

### ***Advanced Placement and Experiential Learning***

VUMC does not accept hours toward advanced placement through challenge examinations, achievement tests, or experiential learning.

### ***Transfer of Credits or Clock Hours to Other Institutions***

Transferability of credits varies considerably from institution to institution. Vanderbilt University Medical Center makes no representation whatsoever regarding transfer or acceptance of VUMC credits by any other institution. Vanderbilt University Medical Center does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution explicitly denoting transferability.

### ***Transferability of Credit Disclosure***

Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

# TRANSFERABILITY OF CREDITS DISCLOSURE

Credits earned at Vanderbilt University Medical Center (VUMC) may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by VUMC. You should obtain confirmation that VUMC will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at VUMC to determine if such institutions will accept credits earned at VUMC prior to executing an enrollment contract or agreement. The ability to transfer credits from VUMC to another educational institution may be limited. Your credits may not transfer, and you may have to repeat courses previously taken at VUMC if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of VUMC and of any other educational institutions you may in the future want to transfer the credits earned at VUMC before you execute an enrollment contract or agreement.

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Signature of Student

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Date

# GRADUATION REQUIREMENTS

Certificates for each VUMC program are awarded based on the successful completion of all graduation requirements for each program. Details regarding each program's graduation requirements are provided in the program-specific section of this catalog. All programs require students to maintain Satisfactory Academic Progress, as outlined in the standards of this Catalog.

All students are required by VUMC to complete an exit interview prior to graduation. Also, in order to graduate, students must have no outstanding financial balance with VUMC Center for Programs in Allied Health (this does not include educational loans to third-party lenders).

## ***Satisfactory Academic Progress (Qualitative and Quantitative Elements)***

All VUMC Students are required to maintain Satisfactory Academic Progress (SAP). SAP is a measure that consists of two measurements. Both measurements are evaluated regularly for each program. Details about the timing and frequency of SAP review for each program are contained in the program-specific sections of this catalog. Each program's SAP requirements are also stated within each program section of this catalog. To maintain Satisfactory Academic Progress, a student must meet the minimum standards established by each program for both qualitative and quantitative measures.

This VUMC Satisfactory Academic Progress policy applies to all VUMC students. These standards are consistently applied by each program to its students, regardless of financial aid status. To graduate, a student must successfully complete all courses in the program with the designated minimum score for passing (which varies from program to program).

## **CPIAH SAP Policy for Both Credit Hour Programs**

### **Qualitative Elements of SAP for Credit Hour Programs**

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#### ***General Information for Credit Hour Programs***

Qualitative measurement consists of a student's grades, whether expressed numerically or with letter grades (see Grading Scale chart below). Credit hour programs may calculate these grades into a cumulative Grade Point Average (GPA). Some courses may be graded according to the pass/fail system. In these cases, student performance of competency tasks is assessed to determine whether or not a student has obtained competency (pass) or not (fail). Final grades are not rounded. All credit hour programs adhere to the following grading scale.

### Qualitative Elements of SAP -- Grading Scale for Credit Hour Programs

| Scale   | Grade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | GPA |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 95-100% | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 4   |
| 90-94%  | A-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 3.5 |
| 85-89%  | B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3   |
| 80-84%  | B-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2.5 |
| 75-79%  | C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2   |
| <75%    | F - FAILURE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0   |
| P       | Pass - Any course with a "P" grade is not calculated into the grade point average.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
| F       | Fail - Any course with an "F" grade is not calculated into the grade point average. However, the course must be repeated and passed to graduate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |
| I       | Incomplete - May be used at the discretion of the instructor in those cases in which the student is not able to complete work in the normal time. In those instances, the student and instructor develop a written plan for an extension to provide work by a specific date that falls within the period of time specified by the relevant program's requirements (but in no circumstances greater than one month). An "I" that is not replaced by a letter grade within the period of time specified by the relevant program's requirements, due to unsatisfactory completion of the student's plan, will be changed to an F after the period specified by the program (a period not to exceed one month). Any course with an "I" grade is not calculated into the grade point average. Once a grade is assigned to the course (when conditions are met that allow for the removal of the "I" and assignment of a final grade), that grade will factor into the student's GPA. |     |
| W±      | Withdrawal – Utilized when a student leaves the course due to an approved leave-of-absence or withdraws from the school prior to the scheduled completion of a course. Any course with a "W" grade is not calculated into the grade point average.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |

± Non-punitive grades for courses awarded by the school include "W". Non-punitive grades are not included in the computation of a student's overall Cumulative Grade or Point Average. The clock hours or credit hours associated with any courses for which non-punitive grades are assigned are included as credits attempted when calculating the student's Maximum Time Frame and credit completion percentage.

### Minimum Average Required for Satisfactory Academic Progress for Credit Hour Programs

All students enrolled in Credit Hour Programs must maintain a minimum qualitative average (expressed as percentage points, grades, GPA and/or competencies passed) of 75% or a cumulative GPA of 2.0 to maintain Satisfactory Academic Progress\*. Students must achieve the minimum qualitative average at each review of SAP to maintain Satisfactory Academic Progress. Students not maintaining SAP will face remedial action, up to and including dismissal from the program.

The table below presents the minimum qualitative average required for each program. More detailed information is available in the program-specific section of this catalog for each program.

| Program Name                  | Term 1      | Term 2      | Term 3      | Term 4      | Term 5      | Term 6      |
|-------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Diagnostic Medical Sonography | 75% average | 75% average | 75% average | 75% average | 75% average | 75% average |
| Nuclear Medicine Technology   | 75% average | 75% average | 75% average |             |             |             |

### Quantitative Elements of SAP for Credit Hour Programs

Students enrolled in credit hour program must successfully earn annually a cumulative minimum of 2/3 or 66.67% of all hours attempted. Successfully completed hours are earning a letter grade of a C or

higher. Some courses may have a specific passing grade requirement. In such cases, the student must earn the specified grade to be considered to have successfully completed the hours. The maximum allowable time frame is 150% of the hours required for the completion of the academic program. Example: A degree takes 120 hours to complete, so a student may attempt up to 180 credits ( $120 \times 150\% = 180$ ) before being ineligible for federal aid.

***Credit Hour Definitions for All Credit Hour Programs***

CPIAH adheres to the following definitions and uses the formula in calculating credit hours awarded on a course-by-course basis:

*Semester Credit Hours (Nuclear Medicine Technology)*

Semester - minimum of 15 weeks in length. One semester credit is equal to:

- a. one hour of lecture per week for a semester or the equivalent number of hours.
- b. two hours of lab per week for a semester or the equivalent number of hours.
- c. three hours of externship/clinical per week for a semester or the equivalent number of hours.

*Quarter Credit Hours (Diagnostic Medical Sonography)*

Quarter - minimum of 10 weeks in length. One quarter credit is equal to:

- a. one hour of lecture per week for a quarter or the equivalent number of hours.
- b. two hours of lab per week for a quarter or the equivalent number of hours.
- c. three hours of externship/clinical per week for a quarter or the equivalent number of hours.

An example of the calculation is as follows:

**Quarter System**

6 hours lecture = 0.60

25 hours lab = 1.25

70 hours externship = 2.30

Total = 4.15

**Semester System**

6 hours lecture = 0.40

25 hours lab = 0.83

70 hours externship = 1.55

Total = 2.78

Partial credits for a course are rounded to the next lowest half or whole number. A course may be comprised of any combination of lecture, laboratory, and/or externship. Care is taken in scheduling breaks.

If a program offers both a distance education and a traditional campus-based component, the quality of the education and credit awarded is equivalent in all three aspects of the curriculum: didactic, laboratory, and clinical.

***Non-Credit / Remedial Courses / Proficiency Credit***

VUMC does not offer non-credit or remedial courses, or grant proficiency credit.

***Student Grievance Concerning Grades***

Students should seek redress of a problem with a grade as soon as possible after receiving it and not later than one (1) week after it is released. Students should confer directly with the course director about grade concerns. Every effort should be made to resolve the problem fairly and promptly at this level. If the student cannot resolve the problem through discussion with the course director, the student should formally request an appeal from the Program Director within one (1) week of talking with the course director. If the Program Director is the course director in question, the appeal should be made to

the Director of the Center for Programs in Allied Health. The decision of any appeal is final.

### ***Transfer and Readmitted Students/Students Changing Majors***

If a student transfers to VUMC from another postsecondary institution, the transfer credits accepted by VUMC will count as credits attempted and completed for calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into VUMC, changes program of study, or seeks to earn an additional credential, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress standing and the appropriate evaluation level for the student in terms of establishing the total number of credits attempted and completed at each of the student's evaluation periods.

Students may repeat a course in accordance with the VUMC academic policy. Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at VUMC, but only the highest grade earned will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count towards the Maximum Time frame for Completion.

### ***Progress Evaluations***

Students are notified in writing should they fail to meet the minimum standards of Satisfactory Academic Progress during an evaluation period/term. Students who fail to maintain SAP in an evaluation period are placed on SAP Warning, unless there are two or fewer terms left in the program following the term for which the evaluation is provided, in which case the student will be placed on Academic Probation. More information on Academic Probation is contained in the Academic Probation section of this catalog.

### ***SAP Warning***

Each program establishes a timeframe for its SAP warning period, but in no case does a SAP warning period last more than one term. Student loan funds may be disbursed during SAP warning periods. When placed on SAP warning, students are provided notification in writing that outlines the reasons why the student has been placed on SAP warning and the requirements the student must meet in order to be removed from SAP warning (an "Academic Plan"). The Academic Plan is designed to bring the student into compliance with Satisfactory Academic Progress standards within a single term. The student's Academic Plan and progress toward its completion will be reviewed with the student during the period of SAP Warning according to the details of the Plan.

At the end of the warning period, if the minimum standards of Satisfactory Academic Progress are not met, a student will be placed on Academic Probation. Students who satisfy the conditions of SAP at the end of the Warning period will be returned to Satisfactory Academic Progress status. School personnel, including the appropriate instructor, the Program Director, the Assistant Director, and/or the Director of the Center for Programs in Allied Health are available to discuss any concerns students may have.

### ***Academic Probation***

Students failing to maintain Satisfactory Academic Progress as defined by their program may be placed on academic probation. When placed on academic probation, students are provided written notification that outlines the reasons why the student has been placed on probation and the requirements the student must meet in order to be removed from probation (an "Academic Plan"). The Academic Plan is designed to bring the student into compliance with Satisfactory Academic Progress standards within a designated period of time as defined by the Program Director. The student's Academic Plan and

progress toward completion will be reviewed with the student during the period of Probation according to the details of the Plan.

Students are not allowed more than one probation period while enrolled in their program. Students on probation who do not successfully complete the terms of their Academic Plan will be provided with the opportunity to withdraw. If the student refuses to withdraw, he or she will be dismissed from the program. Students on probation who successfully complete the terms of their Academic Plan will return to Satisfactory Academic Progress standing, and academic probation status will be removed.

### ***Academic Probation Appeal***

Students who have been placed on academic probation may appeal the probation decision. To do so, the student must submit an appeal request to the Director of the Center for Programs in Allied Health in writing (email is acceptable) within five (5) working days of being placed on probation.

The appeal request must include:

- Information about the circumstances or events that prevented the student from maintaining Satisfactory Academic Progress, and
- What changed in the student's situation to allow the student to be successful in the future?

The student may submit documentation along with the appeal request. The Director of the Center for Programs in Allied Health will review and discuss with involved faculty and staff. The student will be notified of the appeal's outcome in writing within five business days of the submission. The decision of the Director of the Center for Programs in Allied Health is final.

If the appeal is not successful, probation status will continue until 1) the student meets the requirements of the Academic Plan and returns to Satisfactory Academic Progress status, or 2) the student fails to meet the requirements of the Academic Plan and subsequently withdraws or is dismissed from the program. If the appeal is successful, the student will not be placed on probation, but the program may impose requirements the student must complete to return to Satisfactory Academic Progress.

### ***Student Dismissal Policy***

Students who have been placed on probation and do not return to Satisfactory Academic Progress (SAP) status within the time required by their Academic Plan will be given the opportunity to withdraw or be dismissed from the program. Students may also be dismissed from the program after a period of temporary suspension. Student dismissal requires immediate return of student ID, books, equipment, or other materials issued by VUMC.

VUMC programs pursue dismissal only after a student has been given a reasonable period of warning and/or probation to address deficiencies. Dismissal may also be recommended at any time for a student who demonstrates either a singular egregious behavior or is involved in one or more serious incidents inconsistent with the expectations for students of VUMC, or in violation of VUMC policy.

A decision to pursue dismissal requires participation of the program director, relevant program faculty and administrators. The Program Director will meet with the student to hear the student's explanation, including any mitigating circumstances in the situation. The Program Director will then meet with relevant program faculty and administrators to consider factors in the situation and render a determination. The dismissal decision is described in a notice to the student written by the Program Director. This communication is presented to the student, in person whenever possible, by the Program Director, although an in-person meeting may not be possible in all cases.

### ***Student Dismissal Appeal***

A student who is dismissed from a VUMC program has the right to appeal. Each appeal is decided on an individual basis. The process for appealing a dismissal decision is as follows:

- The student must submit a written appeal to the Director of the Center for Programs in Allied Health. The appeal must be submitted at least 30 days prior to the start of the term in which the student wishes to be granted entrance into the program.
- Appeals must include a detailed explanation of the circumstances related to the dismissal. As relevant, such appeals should include official/professional documentation (i.e., medical records, court documents, or any other documentation which would support an appeal).
- The appeal will be reviewed by the Director of the Center for Programs in Allied Health and approved or denied based on the student's individual circumstances, past academic record, and potential to successfully complete the program.
- The Program Director will provide a written decision to the student within fourteen (14) business days. The decision on the dismissal appeal is final.
- If the student can re-enroll, the Program Director may place conditions that the student must meet to be reinstated. The Program Director may also reinstate the student on a probationary basis. Reinstatement is based on class and space availability.
- If reinstated students are required to repeat coursework, it must be satisfactorily completed to continue in the program.
- Reinstated students must maintain VUMC student financial accounts in good standing and may not default on any loan.

VUMC reserves the right to terminate a student's enrollment if, during the student's program of study, VUMC determines that the student has failed to maintain the minimum standards of satisfactory academic progress or has reached the maximum timeframe (150% of the program credits/hours) without successfully completing the program; failed to comply with the VUMC rules and regulations as published in VUMC's Catalog; or has failed to meet their financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed for failure to maintain SAP may reapply for admission. A student making an application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.

### ***Temporary Student Suspension***

VUMC reserves the right to temporarily suspend a student for conduct disrupting or otherwise negatively affecting the learning environment, pending consideration of the student's situation by the Program Director and other relevant program faculty and administrators. The Program Director will notify the student in writing of the temporary suspension conditions. If the student is reinstated, the student will work with the Program Director to address any course work missed during the suspension.

### ***Maximum Time to Complete Program***

All students are expected to complete their program of study within an acceptable period of time, as defined by each program, but in no case to exceed 150% of normal program length. Students failing to complete their program of study within the maximum time will be dismissed from the program. These students are not eligible for reinstatement.

Time spent in any of the following situations/activities counts toward the maximum time to complete VUMC programs:

- Courses for which a grade of incomplete or failure was recorded
- Courses from which the student withdrew
- Repeated coursework (e.g., following prior failure of the course)
- Time in a VUMC-approved leave-of-absence.

## STUDENT POLICIES

### ***Attendance***

Attendance is an essential component of success in VUMC programs. Students enrolled at the institution make a commitment to participate fully in their education by attending classes, clinical rotations, and other educational activities as required by their program of study, and accounting for any absences according to program policy. Each program establishes its detailed tardiness, absence and make-up time policies and procedures. Please refer to the program-specific Program Handbook for more information.

Clock hour programs are required to complete **all** specified clock hours to successfully complete their program of study. Refer to the specific program sections for number of clock hours required for completion. It is the student's responsibility to address any issues related to his/her attendance. The Program Director and the instructor/preceptor will meet to determine the number of hours required to be made up by the student to meet graduation requirements.

All programs have processes to allow for absence in cases of emergency, of illness, of the death of a close relative, or when observing a religious holiday. See program-specific information in this catalog for further details. Each program has policies regarding unexcused consecutive absences and consequences for such, up to and including dismissal from the program.

### ***Leaves of Absence***

VUMC offers students the option to take a leave of absence from study at VUMC for medical, family, or other reasons. Students must request the leave of absence in advance, except in emergency cases. The student must submit a written request to the Assistant Director, indicating the beginning and ending dates of the leave. Additional documentation to support the request may be required (e.g., medical records, legal records). Each student's request is evaluated on an individual, case-by-case basis.

A student may be granted a leave of absence not exceeding 180 calendar days in a 12-month period. Students may take no more than one leave of absence while enrolled in a VUMC program. Time spent in a VUMC-approved leave-of-absence counts toward the maximum allowable time to complete any VUMC program. Exceptions cannot be made to each program's maximum time for completion (150% of normal program length) for student leave-of-absence or for any other reason.

Academic plans are developed to accommodate students' needs upon returning from leave of absence. At the discretion of the Program Director, students returning from a leave of absence may be required to complete coursework in a different academic year than the one in which they matriculated. Students may be required to present medical documentation to return from medical leave-of-absence.

If a student does not return on the documented return date, they may be dismissed from the program. Students who are eligible to register in the term following the leave but do not do so may be unenrolled and may be required to re-apply to the program. Programs may require students to complete some or all coursework, clinical rotations and other educational activities.

Time spent in leave-of-absence counts toward the maximum time allowed to complete VUMC programs. It is the student's responsibility to be aware of these limits for the program in which the student is enrolled.

### ***Copyright Infringement Policy***

VUMC expects all VUMC faculty and staff members, as well as all students, to comply with Federal law for the use of copyrighted material when using VUMC's computers, networks, and copiers. Unauthorized use of copyrighted material is illegal, regardless of whether that use is by a faculty, staff member or a student. All faculty, staff, and students are expected to be aware of and follow laws around the use of copyrighted materials. Any member practicing unauthorized use or distribution of copyrighted material is subject to sanctions by VUMC, up to dismissal or termination. Violators are also subject to Federal criminal penalties for copyright law violations. The following web link provides further information on copyright law: <https://www.copyright.gov/help/faq/index.html>

### ***Surveys of Enrolled Students and Graduates***

Vanderbilt University Medical Center conducts surveys of enrolled students, graduates, and others to continuously learn about its effectiveness and guide improvements on both the institutional and program levels. Feedback from current students and graduates is critical to understanding the performance of the institution and the programs. Students and graduates are encouraged to participate in these surveys, given the importance of this feedback.

Surveys of students and graduates include at least:

- Course evaluations (administered by the Center for Programs in Allied Health following conclusion of courses)
- Student satisfaction survey (administered by the Center for Programs in Allied Health at least once a year)
- Graduate satisfaction survey (administered by the Center for Programs in Allied Health at least once a year)
- Program-specific surveys of students (details are available in each program's Program Handbook)

### ***Employment While Enrolled at VUMC***

Many students work while enrolled at VUMC. Each program may establish its own policies regarding types of employment that pose a conflict with the student role, scheduling requirements, and other issues related to student work. In addition, each program may establish its own procedures related to student compliance with program policies (e.g., disclosure requirements). For additional information on working while enrolled at VUMC, prospective and current students should refer to the Program Handbook for the appropriate program(s).

### ***Student Records***

Student records are maintained for a minimum of five years from the end of the VUMC fiscal year (July 1 – June 30) during which a student was last enrolled, with transcripts being maintained permanently.

Central student files are retained in the administrative office of the Center for Programs in Allied Health, secured under lock. Program Directors also maintain some student records, also secured under lock. The student has the right to inspect academic and financial records by appointment with the administrative office of the Center for Programs in Allied Health. Student files may not be removed.

### ***Transcripts/Verification Statements***

Permanent transcripts are maintained by the Center for Programs in Allied Health. Additional copies may be requested by completing a transcript request form found on the VUMC-CPiAH website at <https://www.vumc.org/allied-health/transcript-request>

Students who completed a VU Allied Health program prior to 2016-2017 may submit a [Transcript Request Form](#) found on the VUSM website at <https://medschool.vanderbilt.edu/explore-vusm/enrollment-services/> by mail, fax, or email to: Vanderbilt University Office of Enrollment Services, 224 Eskind Biomedical Library, Fax: 615-343-2313, [medverify@vanderbilt.edu](mailto:medverify@vanderbilt.edu)

### ***Official Program Communications***

Vanderbilt University Medical Center delivers required communications with students via each student's official VUMC email account. Official electronic notifications including those required by VUMC policy, will be sent to students' VUMC email addresses. Students are required to be familiar with the contents of official VUMC notifications, and to respond to instructions and other official correspondence requiring a response. VUMC makes every effort to avoid inundating students with nonessential email (often called "spam") and maintains separate lists from which students may unsubscribe for announcements of general interest.

### ***Change of Contact Information***

Students are responsible for updating their student profile in Orbund Student Information System (SIS) immediately of any change of mailing address, email address, telephone number or emergency contact.

### ***Course Syllabus Policy***

Each didactic and clinical course director must provide a written syllabus to each student at the outset of the course or clinical experience. In this syllabus, the student will find all pertinent information for course objectives and requirements, and grading information. The instructor will review and explain the syllabus contents at the outset of the course or rotation. The student is responsible for understanding and following the guidelines in the syllabus. If a student feels the instructor has violated content provided in the syllabus, they may file a complaint under the Grievance Policy outlined in this catalog.

### ***Dress Code and Personal Appearance***

Students must dress professionally, in keeping with VUMC institutional dress code. Uniforms or scrubs may be required for some programs. Please refer to information from programs regarding specific dress requirements based on learning setting.

- Identification badges are worn in clear sight above the waist with name, title, and picture clearly visible.
- Clothing is well-fitting, clean, and free of holes, tears or other signs of wear
- Clothing is not tight, sheer, or revealing (leggings allowed if worn with attire that is mid-thigh in length)
- Tops are not backless, midriff, strapless, off the-shoulder, or spaghetti strap
- Clothing does not restrict proper handwashing technique (e.g., thumb shirts/sweaters)
- Closed toe shoes, clean and in good condition
- Hats, caps, bandanas, hair bags/shower caps are not worn when in buildings unless for medical condition, safety purposes, or established religious customs
- No heavy perfume, cologne, or scents
- No visible body piercing/jewelry except for ears/nose with simple (i.e., stud or tiny) earrings
- No visible tattoos on face; no other visible tattoos that are obscene, commonly associated with gangs, extremists, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination

- Jeans of any kind are not permitted, denim or colored
- No sports attire (e.g., athletic sportswear, including hoodies), unless part of unit approved VUMC uniform
- Hair is clean and contained in such a manner that it does not come in contact with a patient or visitor.
- Fingernails are kept clean and no longer than 1/16 inch from fingertip. Fingernails of the appropriate length are barely visible when viewed from the palm surface of the hand. Artificial nails are prohibited for individuals with direct patient care responsibilities. Artificial fingernails include, but are not limited to, acrylic nails, all overlays, tips, bondings, extensions, tapes, inlays, and wraps. Nail jewelry is not permitted. Nail polish, if worn, is well maintained. Chipped nail polish is not allowed.
- Reasonable accommodations can be made for medical and or religious/spiritual/deeply held personal beliefs unless such accommodations pose a risk to the safety or health of the individual or others

### ***News/Media Inquiries***

Contact with the news media regarding Vanderbilt University Medical Center must be cleared through the VUMC Office of Public Affairs. If you should receive a request from newspaper, television, social media, or radio reporters, contact the Office of the Center for Programs in Allied Health, who will clear this through the Office of Public Affairs. This ensures a more accurate flow of information. No contact with the news media related to VUMC or affiliated facilities should take place without the express written consent of the Director of the Center for Programs in Allied Health.

### ***Personal Possessions***

Vanderbilt University Medical Center and affiliated institutions are not responsible for loss of, or for damage to, any personal possessions brought to the Medical Center, University campus or affiliated facility. It is advisable to bring only the amount of money you will need for the day you are on duty. Keep money with you or in a secure (preferably locked) location. Valuable coats, watches, jewelry, or other valuable items should be left at home for safekeeping. Check with designated affiliate staff members regarding personal belongings storage space at external affiliation locations.

### ***Smoking/Tobacco Policy***

As a premier research enterprise and health care provider, VUMC recognizes the effects and costs of smoking, tobacco, and nicotine use on our society. VUMC is committed to promoting a healthy environment for its staff and visitors without the hazards associated with these products. This policy establishes VUMC as a smoke-free institution and includes cigarettes, tobacco, and devices such as e-cigarettes, pipes, vaporizers. The use of these items is prohibited in all property owned by VUMC including vehicles and property leased by VUMC, campus grounds, parking lots, garages, plazas, courtyards, except in locations that have been designated for smoking and related devices.

Smoking restriction is within two hundred (200) feet of all entrances to the Vanderbilt University Medical Center Facilities. A violation is a misdemeanor, carrying a \$50 fine and Vanderbilt University Police Department (VUPD) enforces the ordinance as appropriate. (See Ordinance No. BL 2012- 115.)

The sale of smoking/tobacco material is prohibited in all VUMC facilities.

### ***Alcohol/Drug Use and Under-the-Influence Policy***

In compliance with the 1990 Federal Drug-Free Schools and Campuses regulations, Vanderbilt University Medical Center enforces the following policy; VUMC prohibits the unlawful possession, use or distribution of alcohol and illicit drugs by students and employees on its property or as part of any

VUMC-sponsored activity. The prohibition extends to off-campus activities that are officially sponsored by VUMC, its departments or organizations. In addition, the prohibition extends to off-campus professional or organizational activities, including attendance at conferences, when participation is sponsored by VUMC, or when the participant is representing VUMC. Finally, the prohibition extends to “private” events off campus where VUMC may have an interest.

Students in VUMC programs may be asked to participate in a drug screen. The drug policy is intended to comply with all state laws governing drug and alcohol screening and is designed to protect the students’ right to privacy. The following behaviors are unprofessional and will subject the student to severe disciplinary action, up to and including dismissal from the program.

- Possession or use of alcohol or illegal drugs while on campus or clinical affiliate premises.
- Being under the influence of alcohol or illegal drugs while on campus or clinical affiliate premises, specifically while performing duties in patient care areas, surgical operating rooms or attending program related functions.
- Conviction of a crime related to possession, use or distribution of illegal drugs while enrolled in the program.

Services for persons needing assistance around substance use, dependence or abuse are encouraged to reach out for assistance. VUMC Center for Programs in Allied Health offers its students access the VUMC an Employee Assistance Program, known as Work/Life Connections-Employee Assistance Program (EAP), more information can be found under the student services section of this catalog.

The following is a summary of Tennessee and federal sanctions for the unlawful use of illicit drugs and alcohol. While the summary is a good faith effort to provide information, VUMC does not guarantee that it is an error-free or exhaustive accounting. Under federal law, a civil penalty of up to \$100,000 and imprisonment of up to one year may be imposed for simple possession of certain specified controlled substances. Possession of crack cocaine may lead to civil penalties of up to \$250,000 and imprisonment of up to twenty years. Also, possession of a controlled substance can result in the denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, and the forfeiture of personal property and real estate used to transport, conceal, or facilitate such possession. In addition, possession of a controlled substance can lead to ineligibility to receive or purchase a firearm.

Under federal law, it is unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors that include the type and amount of controlled substance involved; the number or prior offenses, if any; whether death or serious bodily harm resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Even a first-time violation can result in life imprisonment; a fine of up to \$4,000,000 per individual; supervised release; or any combination of these penalties. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or university campus, or (2) distribution to persons under 21 years of age. Repeat offenders may face greater penalties.

Under Tennessee law, it is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of their employment) or consume alcoholic beverages, including wine or beer. It is unlawful for any adult to buy alcoholic beverages for or furnish them for any purpose to anyone under 21 years of age. These offenses are classified as Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days or a fine of not more than \$2,500 or both. The

offense of public intoxication is a Class A Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50 or both.

Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months, twenty-nine days and/or a fine of \$2,500). For the third and subsequent offense of possession of ½ oz. or less of marijuana, punishment is one to six years of imprisonment and a \$3,000 fine. If there is an exchange from a person over 21 years of age to a person under 21 and the older person is at least two years older than the younger and the older person knows that the younger person is under 21, then the offense is classified as a felony. Possession of more than ½ oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense. Maximum Tennessee penalties for possession, manufacture, or distribution of substantial quantities of a controlled substance range from fifteen to sixty years of imprisonment and up to a \$500,000 fine. The State of Tennessee may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

### ***Weapons Policy***

Vanderbilt University Medical Center prohibits student possession of firearms or other dangerous weapons while on the VUMC Campus or at clinical affiliations. Any student found in violation of this policy will be subject to disciplinary action. If a student receives information or observes another individual, staff member or patient/family, possessing a firearm or dangerous weapon on one of the previously mentioned campuses he/she should report this immediately to a Clinical Instructor or another staff member in authority.

Firearms and other weapons are prohibited at Vanderbilt University Medical Center (VUMC), except by Law Enforcement Officers as defined by T.C.A. § 39-17-1350(d). Primary exterior entry doors have signage posted with “No Firearms Allowed” in accordance with the Tennessee Code Annotated § 39-17-1359, it is an offense to possess a firearm in a building or on property that is properly posted in accordance with this section.

Other prohibited weapons per T.C.A. § 39-17-1302, are as follows:

- An explosive or an explosive weapon;
- A device principally designed, made, or adapted for delivering or shooting an explosive weapon;
- A machine gun;
- A short-barrel rifle or shotgun;
- A firearm silencer;
- Hoax device;
- Knuckles; or
- Any other implement for infliction of serious bodily injury or death that has no common lawful purpose.

### ***Computer Use Policy***

Students must adhere to all VUMC policies relating to computer systems use, both on campus and remotely. Students are required to adhere to the following Medical Center policies:

#### ***Responsibilities***

##### **Security of Information**

1. Individuals using VUMC’s electronic resources are responsible for maintaining the security of information stored on each system.

2. Individuals conducting Vanderbilt business may not use a personal email address. All electronic business communications must be conducted through an approved VUMC email address.
3. Students may only use electronic resources for which access is approved. A student has the responsibility to notify his/her supervisor if he or she has access to resources that are not necessary to perform his or her job, for which the student's authorization has expired, is given by mistake, or is otherwise unauthorized or excessive.
4. Confidentiality of systems' accounts, passwords, personal identification numbers (PINS) and other types of authentications assigned to individual users must be maintained, protected, and not shared. Students may not use authentications that are not their own. Students may not use electronic systems or equipment while signed in under another student's account or password unless given express authorization under extraordinary circumstances by their supervisor/manager. Responsibility for activity which occurs under a user-assigned authentication rests with the user to whom the authentication is assigned.
5. Individuals need to be aware of computer malware, such as viruses, spyware, trojans, root kits, and other destructive programs. Individuals should contact their technical support person for minimum security recommendations to prevent damage to VUMC's data, equipment, and systems.
6. VUMC resources must not be used by anyone to gain or attempt to gain unauthorized access to confidential information.
7. Deliberate or inappropriate propagation of any destructive or information gathering tools or disregard for minimum security recommendations that impact confidentiality, availability, or integrity of VUMC systems and/or data, including but not limited to, viruses, keyboard loggers, packet sniffers, etc., is prohibited

#### *Inappropriate Activity on Systems Outside VUMC*

When using outside electronic communication systems that are accessible to others, including web logs (blogs), internet chat rooms or bulletin boards, or social networking sites, staff may not engage in the following activities, to the extent they are not considered protected concerted activity:

1. Simultaneously identify oneself as a VUMC student and send, solicit, or display materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, sex, religion, color, national or ethnic origin, age, disability, leave status, veteran status, military service, sexual orientation, gender identity, gender expression or genetic information.
2. Unprofessional communication that is intentionally false, recklessly disloyal that negatively impact VUMC's reputation or interfere with VUMC's core mission, or unprofessional/inappropriate communication that is harassing, discriminatory or can be viewed as a threat of violence.
3. Acting on behalf of VUMC or acting in a way that would cause others to believe that you are acting as a representative of VUMC when not authorized to do so (e.g., contacting the media or responding to investigations or complaints or questions about VUMC business on internet discussion groups on behalf of VUMC etc.).
4. Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential non-public information of VUMC in violation of VUMC policy, proprietary agreements, or other contractual terms. Using VUMC-owned data or work product for personal gain. Using VUMC trademarks (name, logos), or branding for commercial purposes without authorization from the Office of Trademark Licensing. For more information about the scope of VUMC's ownership of data and work product, see the Vanderbilt Policy on Technology and Literary and Artistic Works located on the Center for Technology Transfer and Commercialization's website.
5. Inappropriately sharing or posting confidential information related to VUMC business, including but not limited to, research material, proprietary processes, business plans and/or patient information. This includes sharing or posting photos of a patient or partial information even when names of patients or faces are not used.

6. Any activity in violation of local, state, or federal law as it relates to the student's enrollment at VUMC, including but not limited to maliciously false statements; destruction of VUMC data or equipment; or accessing or sharing information in violation of HIPAA (Health Insurance Portability and Accountability) or FERPA. This includes any activity that would cause VUMC to not be in compliance with state or federal law

### ***Social Media Policy***

This policy is intended for internet activities that associate or identify VUMC personnel with VUMC, use VUMC email addresses, or discusses VUMC. In keeping with the Electronic Communications and Information Technology Resources policy (HR-025), VUMC email addresses should not be used with unofficial or personal social media accounts and profiles. This policy is not intended to guide online communications when students do not associate or identify themselves with VUMC.

Online social media allows VUMC personnel to engage in professional and personal conversations. These guidelines apply to VUMC employees (including faculty, staff, students, and house staff) who identify themselves with VUMC in social media venues such as professional society blogs, LinkedIn, and/or Facebook, for deliberate professional engagement or casual conversation.

Because of the evolving nature of social media platforms, these guidelines do not attempt to name every current and emerging platform. Rather, they apply to those cited and any other online platform available and emerging, including social networking sites and sites with user-generated content. Examples include, but are not limited to the following: a. YouTube; b. Facebook; c. Instagram; d. TikTok; e. LinkedIn; f. Twitter; g. Blogs; and h. social media content that is hosted internally and protected by VUMC ID/Password.

1. Follow the same VUMC Credo behavior, HIPAA\*, Conflict of Interest policy, Privacy and general civil behavior guidelines cited above including respecting copyrights and disclosures, and not revealing proprietary financial, intellectual property, patient care, or similar sensitive or private content. \*Note: Examples of specific HIPAA violations include: posting a photo/video recording of a patient; referring to a patient by name; posting a diagnostic image or chart; describing a patient encounter with enough detail that someone who knows the patient would be able to identify them; responding online to a post or patient about their health care.
2. If student identify themselves as a member of VUMC in any online forum, they make it clear that they are not speaking for VUMC, and what they say represents their individual personal views and opinions and not necessarily the views and opinions of VUMC. This can be accomplished by including the phrase "views my own" in the social account bio information. Personal social media handles and avatars/profile images should not include any of Vanderbilt University's registered marks, including logos or the words Vanderbilt, VUMC, Vandy, a V that clearly implies Vanderbilt or other iterations.
3. VUMC students are thoughtful about how they present themselves in online networks. By virtue of identifying oneself as a part of VUMC in such a network, students connect themselves to, and reflect upon, VUMC colleagues, managers, VUMC patients and donors, and the health care and biomedical research professions.
4. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared. This content immediately leaves the contributing individual's control forever.
5. If someone or some group offers to pay a student for participating in an online forum in their VUMC role, and/or offers advertising for pay and/or for endorsement, this could constitute conflict of interest, and VUMC policies and guidelines apply. If a member of VUMC's workforce is compensated financially or in product as an "influencer," this should be discussed with their supervisor or department chair (in case of faculty) to avoid a conflict of interest.

6. If someone from the media or press contacts about posts made in online forums that relate to Vanderbilt University or VUMC in any way, students alert their program staff and contact VUMC News & Communications before responding.
7. If a patient or family member posts complaints about service or other issues, contact M&E's social media team via direct message: on Twitter @VUMCHealth or on Facebook/Instagram @VanderbiltHealth. Alternatively, between 8 a.m. and 5 p.m. on weekdays, an email to [socialmedia@vumc.org](mailto:socialmedia@vumc.org) may also be used, with "social media complaint" in the subject line.
8. Job postings follow VUMC's Human Resources (HR) established processes. Social Media may be used to share postings with individuals' professional networks but may not be used in place of HR processes but may be used to share official job postings with personal networks.

### ***VUMC Emergency Preparedness***

Students are introduced to VUMC emergency response policies and plans at orientation, and they are required to be familiar with and follow policies at all times. The VUMC Emergency Preparedness Guide can be found in the Program Director's office and throughout the hospital. While assigned at the Medical Center, students are expected to respond appropriately to any emergency in a timely and appropriate manner. The Medical Center Safety Guidelines may be accessed at <https://www.vumc.org/emergency/welcome>. Emergency preparedness policies and procedures are discussed during student orientation.

The following is a brief description of emergency codes that student may hear announced at the medical center:

**STAT** - medical emergency defined by location.

**RED alert**- Fire condition

- If the fire is in the immediate area – respond with R.A.C.E/P.A.S.S.
- If the fire is not in the immediate area – close doors and hallways and keep patients and visitors within the area.

**Code Black** – bomb threat

**Code Silver** – active shooter

**Code Pink** – Missing infant (<1 years old) identified by location and description

**Code Purple** – Missing child (1-12 years old) identified by location and description.

**Code Walker** – Missing teen/adult identified by location and description.

**Yellow Alert** – Potential emergency condition; prepare to activate emergency response.

**Orange Alert** – Emergency condition present; activate emergency response.

**Yellow and Orange Alerts** may be announced for the following emergency conditions:

- |                       |                      |                        |
|-----------------------|----------------------|------------------------|
| • Mass Casualty       | • Electricity outage | • Vacuum system outage |
| • Phone system outage | • Medical Air        | • Water outage         |
| • Steam outage        | • Tornado            | • Beeper system outage |

Once the emergency has passed, announcements will be made to cancel the emergency response.

### ***VUMC Exposure and Infection Control Policy***

Students enrolled at VUMC will be at risk for exposure to potentially hazardous material, chemicals and blood-borne pathogens or other work-related injury. Occupational exposure occurs when there is a puncture, scratch, laceration, splash, prolonged skin contact or contact with broken skin involving blood, body fluids, or other potentially infectious materials. Among the hazards that a student may be exposed to are:

- |                                                  |                         |
|--------------------------------------------------|-------------------------|
| • Housekeeping and/or cleaning agents            | • Fumes                 |
| • Flammable and/or explosive chemicals and gases | • Radiation             |
| • Electrical or mechanical equipment             | • Blood-borne pathogens |

Students will be instructed in infection control, standard precautions, and workplace safety. If exposure or injury does occur during scheduled clinical education time, the student should follow the documented procedure for treatment.

1. Report the exposure/injury to the supervising staff IMMEDIATELY.
2. Take appropriate first aid measures (clean wound with soap/water; flush mucous membranes with water/saline for 15 minutes). If life-threatening, see Emergency Department (ED) physician immediately. If non-life threatening, seek treatment at the Occupational Health Clinic in the Medical Arts Building. If after-hours, seek treatment in the ED.
3. Get the name, medical record number and location of the exposure source, if the source is a patient.
4. Notify the Program Director.
5. Complete the Tennessee First Report of Injury and forward it to Risk Management within 48 hours.
6. It is the student's responsibility to report any exposure/injury to their instructor and Program Director. Any identified incident found not to be reported may result in disciplinary action, up to or including dismissal from the program.

### ***Infection Control for Patients***

During their normal program activities students will encounter patients who are in an immunosuppressed condition, putting these patients at a particularly substantial risk of contracting infectious diseases, including a cold, influenza, and other communicable diseases. To some patients such an infection could be life-threatening. Because of this, if a student suspect(s) he or she has acquired (or if he or she has been diagnosed with) an infectious condition, the student is prohibited from the clinical setting. This is essential to protect patients from infection by ill students. Any infectious condition should be reported by the student to the Program Director as soon as possible. Any student found to be withholding this type of information will face disciplinary action for unethical behavior. A clinical instructor who suspects that a student may be infectious may ask the student to leave the clinical setting and will notify the Program Director. After absence due to infectious disease, the student must be evaluated by a physician, and written permission from his/her physician must be obtained before returning to the clinical setting.

### ***Mandatory Student Training Requirements/Compliance***

Students participate in VUMC training modules related to patient safety, hygiene practices, professional conduct, etc., at the beginning of their enrollment and at certain intervals during enrollment. The specific modules required by each program vary. Program sections of this catalog and/or program/student handbooks outline specific requirements for each program. All students are required to take at least the following modules:

- A. Safety Training – Infection control, fire safety, and OSHA requirements
- B. Standards of Conduct (AIDET)
- C. HIPAA Regulations (Health Insurance Portability and Accountability Act)

### ***Maintenance of Program-Issued Equipment***

All equipment – e.g., parking permits, ID badges, keys, etc. – remains the property of VUMC, and the student to whom such items are issued is responsible for their care and use. Failure to return school- or program-issued items as required will result in the student being liable for the cost of such items. Such fees will be assessed and paid prior to the student enrolling for the next term or, for students in their final term, before graduation.

### ***Limits of Confidentiality***

*Imminent Harm to Self or Others.* Consistent with Federal Law and Vanderbilt University Medical Center policy, VUMC may release student information normally considered confidential to appropriate individuals (e.g., health care personnel, police, etc.) if such information is necessary to protect the health or safety of the student or other individuals.

### ***Program-Specific Policies, Rules and Regulations***

In addition to the student policies listed in this catalog, each VUMC program has student policies and regulations that are detailed in program-specific documentation, including the program sections of this catalog, each program's student/program handbook, course syllabi, etc. All students are also required to abide by all rules and regulations of VUMC and of the program in which they are enrolled. Students will receive access to their program's student/program handbook at orientation and may request a copy at any time.

### ***Catalog Changes***

Information about the Center for Programs in Allied Health at Vanderbilt University Medical Center is published in this catalog, which contains a description of policies, procedures, and other information about the Center. Vanderbilt University Medical Center reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in this catalog; in any revisions, supplements, and addenda to the catalog; and with all institutional and program policies. By enrolling in Vanderbilt University Medical Center, the student agrees to abide by the terms stated in the catalog and all VUMC and program policies.

# STUDENT RIGHTS AND RESPONSIBILITIES

## ***Student Rights***

- Students have the right to an impartial, objective evaluation of their academic performance.
- Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students are treated in a manner conducive to maintaining their worth and dignity. Students are not subject to any acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students are free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students undergoing the disciplinary process.
- When confronted with injustices, students may seek redress through established grievance procedures. Details about these procedures are available in this VUMC Center for Programs in Allied Health (CPiAH) Catalog.
- Students may take reasonable exception to the data or views offered in any course of study and may form their own judgments, but they are responsible for learning the academic content of any course in which they are enrolled.
- Students will be given full disclosure and explanation of all fees and financial obligation to VUMC.
- Students have the right and responsibility to participate in course and preceptor evaluations and give constructive criticism of the services provided by VUMC.
- Students have the right to a quality education. This right encompasses quality programs; appropriate instructional methodologies and content; preceptors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.

## ***Student Responsibilities***

- Students have the responsibility to conduct themselves in a professional manner at all times and to abide by VUMC and CPiAH policies.
- Students are punctual, attentive, and courteous in all classes, clinical rotations, and all other program activities.
- Students do not give or receive help during exams or on assignments (unless students are given permission to collaborate, such as with group assignments). Any student found to engage in these behaviors will be subject to disciplinary action, up to and including dismissal from the program.
- Unless explicitly permitted by an individual program or activity, cell phones and other electronic devices must be turned off during all learning activities.
- Children, family, or friends of students are not permitted in VUMC teaching areas unless expressly authorized in advance by VUMC CPiAH personnel.
- Animals are not allowed on VUMC premises, unless as a part of a plan for special needs accommodation developed in conjunction with VUMC CPiAH administration. Students must follow all VUMC health and safety standards and guidelines.
- Each program outlines additional rules of conduct, and students are required to abide by these rules, in addition to those above.
- Students conduct all relationships with the staff and faculty, their peers, and patients with honesty and respect.

- Students comply with instructions from faculty and staff members acting within the scope of their employment.
- Students have the right and responsibility to develop personally through opportunities, such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students are encouraged to apply creativity to their own learning processes while striving for academic and clinical excellence and to share their knowledge and learning.

### ***Standards of Professional Conduct***

To fulfill its health care mission of education, research and service to patients, VUMC adopts specific standards of ethics and conduct, which shall be followed by each member of the VUMC community. VUMC has created a standardized Code of Conduct, which provides a uniform set of guidelines that all VUMC faculty, staff and students must follow. Students are required to sign an acknowledgement of these standards during orientation. The full VUMC Code of Conduct is available at <https://www.vumc.org/compliance/codeofconduct>

In the VUMC Code of Conduct, the term “staff/faculty” includes VUMC faculty or staff members, as well as other persons who provide services at VUMC, including health care professionals with privileges at VUMC. The same level of conduct is expected of students.

### ***Honor Code of the VUMC Center for Programs in Allied Health / Academic Integrity***

Students are admitted into VUMC programs based on their level of maturity and desire to become health care professionals. They are expected to demonstrate the highest level of honesty and ethical behavior. Plagiarism and cheating will not be tolerated. Such acts (and acts such as those listed below) will warrant an investigation, and findings will be presented to the Director of the Center for Programs in Allied Health for review. Appropriate disciplinary action will be determined by the Director of the Center for Programs in Allied Health, in consultation with the Program Director and any course-related faculty. Students may appeal the decision of the Director of the Center for Programs in Allied Health to the VUMC Executive Vice President for Educational Affairs. The decision of the VUMC Executive Vice President for Educational Affairs is final.

Student probation or dismissal from the program may result from concerns such as the following (this list is not exhaustive, but is provided as an example of violations of academic integrity expectations):

- Violation of standards of professionalism and academic integrity
- Cheating on an examination, test, or written project
- Plagiarizing (incorporating into one's own work the work of another without identifying the source) in an assigned paper, report, or project
- Submitting work prepared by another person as one's own (including use of texts, papers, computer programs, or other class work prepared by commercial or noncommercial agents)
- Submitting work prepared for another course without the specific prior authorization of the instructor of the course for which work is to be completed.
- Falsely reporting personal illness or work hours
- Falsification of results of study and research
- Alcohol and /or other substance abuse
- Patient Confidentiality (HIPAA) Violations – Based on institutional policy, students violating HIPAA regulations relating to patient confidentiality may be placed on probation or dismissed from the program depending on the severity of the violation.
- Other actions that may warrant discipline ranging from probation to immediate dismissal from the program.
- Actions, including but not limited to dishonesty, violation of the law, material risks to Vanderbilt University Medical Center operations or to the safety or well-being of oneself or others.

## ***Anti-Harassment, Nondiscrimination, and Anti-Retaliation***

Vanderbilt University Medical Center (VUMC) is an Equal Employment Opportunity and Affirmative Action Employer. VUMC's Equal Opportunity and Affirmative Action Policy is reflected in the following statements (full policy is available online, at <https://hr.vumc.org/policies/anti-harassment>)

It is important that Vanderbilt University Medical Center ("VUMC") faculty, staff and students enjoy an environment free from implicit and explicit behavior used to control, influence, or affect the well-being of any member of the VUMC community. Harassment of or discrimination against individuals based on their race, sex, religion, color, national or ethnic origin, age, disability, veteran status, or genetic information or any other characteristic protected under applicable federal, or state law is unacceptable and grounds for disciplinary action, and also constitutes a violation of federal and/or state law. Equally unacceptable within VUMC is the harassment of or discrimination against individuals based on their sexual orientation, gender identity, or expression.

For this policy's purposes, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, student, co-worker, or anyone working for or on behalf of VUMC. Verbal taunting (including racial and ethnic slurs) that, in the student's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.

### ***Sexual Harassment***

Sexual harassment is a form of sex discrimination. It is illegal under state and federal law and is a violation of VUMC policy. Sexual harassment is prohibited under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, and other applicable federal and state laws. Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment may include, without limitation, innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment may include, without limitation, the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment may include, without limitation, unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, and fondling and forced sexual intercourse or assault.

The Office for Civil Rights of the Department of Education sets forth sexual harassment under Title IX as conduct can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

### ***Racial and Other Harassment in the Work Environment***

Harassment against individuals based on their race, color, religion, or national origin is a form of unlawful discrimination and is prohibited under Title VII of the Civil Rights Act of 1964 and other applicable federal and state laws. When harassment based on an individual's race, color, religion, or national origin has the "purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment," it rises to the level of unlawful discrimination. In addition, these principles apply to harassment based on age, disability, leave status and genetic information under the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Family and Medical Leave Act and the Genetic Information Nondiscrimination Act, respectively. Finally, VUMC, through its nondiscrimination statement, applies these principles to harassment based on an individual's sexual orientation, gender identity, and expression.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability, or appearance, including epithets, slurs, and negative stereotyping.
- Nonverbal harassment includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

#### *Discrimination*

Discrimination against individuals based on their race, sex, religion, color, national or ethnic origin, age, disability, veteran status, genetic information sexual orientation, gender identity, or gender expression, or any other characteristic protected under applicable federal, or state law is unacceptable and grounds for disciplinary action, and also constitutes a violation of federal and state laws.

#### *Retaliation*

In compliance with the law, VUMC does not retaliate against individuals for 1) filing or encouraging one to file a complaint of unlawful discrimination or report of illegal activity, 2) participating in an investigation of unlawful discrimination, or 3) opposing unlawful discrimination. In addition, the VUMC does not retaliate against individuals for filing or encouraging one to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination based on grounds not necessarily protected by federal or state law, but protected by the VUMC's nondiscrimination policy such as sexual orientation. "Retaliation" includes any adverse employment action or act of revenge against an individual for filing or encouraging one to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination.

#### *Complaint Procedure*

Any member of the VUMC community who experiences harassment or discrimination based on his or her race, sex, religion, color, national or ethnic origin, age, disability, veteran status, military status, genetic information, sexual orientation, gender identity, or gender expression should report immediately by creating a case through Workday Help by logging in with their VUNet ID and Password or by contacting VUMC Employee & Labor Relations at 615-343-4759 or [employeerelations.vumc@vumc.org](mailto:employeerelations.vumc@vumc.org).

#### ***FERPA Rights (Family Educational Rights and Privacy Act)***

VUMC respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords students certain rights with respect to their educational records.

FERPA defines the rights of students to review their records, request a change to their records, and provide written consent to disclose personally identifiable information to a third party. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The following link provides further information about FERPA:  
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA), also referred to as “The Buckley Amendment”, afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Vanderbilt University Medical Center, Center for Programs in Allied Health receives a request for access. A student should submit to the VUMC CPIAH office a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the VUMC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Family Educational Rights and Privacy Act provides the VUMC the ability to designate certain student information as “directory information.” Directory information may be made available to any person without the student's consent unless the student gives notice as provided below. VUMC CPIAH has designated the following as directory information: the student's name, addresses, telephone number, e-mail address, date and place of birth, field of study, school, classification, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Any new entering or currently enrolled student who does not wish disclosure of directory information should notify their Program Director in writing. No element of directory information as defined above is released for students who request nondisclosure except in situations required by law. The request to withhold directory information will remain in effect as long as the student continues to be enrolled, or until the student files written request with their Program Director to discontinue the withholding. To continue nondisclosure of directory information after a student cease to be enrolled, a written request for continuance must be filed with their Program Director during the student's last term of attendance.

If a student believes VUMC has failed to comply with The Family Educational Rights and Privacy Act, he or she may file a formal written complaint with the Center for Programs in Allied Health, Vanderbilt University Medical Center, 1301 Medical Center Drive, B-802 The Vanderbilt Clinic, Nashville, TN 37232. The complaint will be investigated by the Director of the Center for Programs in Allied Health, and the requesting student will be notified of the outcome of the investigation. Students may also file a written

complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20212-5920.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the VUMC, whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the VUMC's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## STUDENT GRIEVANCE POLICY

The purpose of the grievance policy is to provide a prompt and equitable means of resolving student grievances. This procedure is available to any student or applicant for admission, who believes a decision or actions, has adversely affected their status, rights, and/or privileges. VUMC strongly urges students who have a grievance to pursue the grievance until a satisfactory resolution is reached. Most grievances can be resolved at their origin, and it is suggested that students utilize the following procedure:

- Discuss the problem with the person directly involved. If in fear of safety or need to speak in confidentially, please inform the Program Director or other trusted program faculty member. If the program has program-level grievance procedures, those procedures should be followed before moving to an institutional level grievance (next step).
- If the concern is not resolved to the student's satisfaction by the Program Director (or otherwise at the program level), the student should submit the grievance in writing, and by appointment, meet with the Director of the Center for Programs in Allied Health regarding the unresolved concern, by mail to the Center for Programs in Allied Health, Vanderbilt University Medical Center, 1301 Medical Center Drive, B-802 The Vanderbilt Clinic, Nashville, TN 37232 or by telephone at (615) 875-3666.
- If at this time the grievance is not resolved, the grievance will be heard by the VUMC Executive Vice President of Educational Affairs (EVP-EA). The final decision of the EVP- EA will be provided to the Program Director and to the student within five business days. The decision of the EVP-EA is final.
- Any person claiming damage or loss as a result of any practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02, students may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization. The Tennessee Higher Education Commission can be contacted by telephone at (615) 741-3605 or by mail at Tennessee Higher Education Commission, 312 Rosa Parks Ave, 9th Floor, Nashville, TN 37243

# FINANCIAL RESPONSIBILITIES

VUMC Program's cost of attendance for the academic year beginning July 1 – June 30 of the following year is as follows (tuition and fees other than Books/Laptop are not estimates; students will be responsible for the amounts for those items as they appear below):

Tuition and fees are made payable to VUMC, unless otherwise indicated.

| <b>2026-2027 COST OF ATTENDANCE<br/>DIRECT/REQUIRED COSTS</b> | <b>NUCLEAR MEDICINE TECHNOLOGY</b> |
|---------------------------------------------------------------|------------------------------------|
| TUITION                                                       | 4,500                              |
| FEES                                                          | 725                                |
| BOOKS, MATERIALS, SUPPLIES &<br>EQUIPMENT                     | 3,120                              |
| LICENSURE/CERTIFICATION                                       | 425                                |
| PARKING                                                       | 328                                |
| <b>GRAND TOTAL</b>                                            | <b>\$9,098</b>                     |

| <b>2026-2027 COST OF ATTENDANCE<br/>ESTIMATED INDIRECT COSTS</b> | <b>NUCLEAR MEDICINE TECHNOLOGY</b> |
|------------------------------------------------------------------|------------------------------------|
| LIVING EXPENSES (FOOD & HOUSING)                                 | 27,763                             |
| TRANSPORTATION                                                   | 5,703                              |
| MISC/PERSONAL                                                    | 1,200                              |
| <b>GRAND TOTAL</b>                                               | <b>\$34,666</b>                    |

Students are required to pay the tuition and fees for each term 2 weeks prior to the beginning of classes for that term. Students with an unpaid tuition balance may be ineligible to attend class unless other arrangements have been made with the Center for Programs in Allied Health.

Students are required to pay various fees to VUMC upon application, enrollment, and during the course of study. Other expenses not directly related to education, such as health insurance fees, housing, transportation, meals, etc., are considered when calculating the anticipated cost of attendance, but in some cases, they may not be payable to VUMC. See "third party expenses" for an estimate of these costs.

All other expenses related to attending the program are the responsibility of the student. Specific additional expenses vary by program and are outlined in the program section of this catalog. Examples of such expenses include, but are not limited to:

- Health insurance
- CPR certification
- Immunizations
- Uniforms
- Travel to and from clinical assignments
- Housing Expenses
- Meals
- Parking
- Books
- Professional Credentialing

Please check the relevant program section of this catalog for more information on fees specific to each program.

There are no additional administrative fees related to distance/blended educational activities.

### ***Student's Right to Cancel / Cancellation Refund Policy***

A student has the right to cancel their program of instruction, without any penalty or obligations, through the third (3<sup>rd</sup>) business day after signing the enrollment agreement ("Cancellation Period"). Subsequent to this three-day cancellation period, but prior to the start of orientation/classes, the student may request cancellation and will receive a refund of all monies paid, less a non-refundable processing fee of \$100 and any necessary deductions for books, equipment, supplies or services provided to the student by VUMC. All property of VUMC including the student issued ID badge must be returned in new condition, within five (5) business days after the notice of cancellation takes effect. After the end of the cancellation period, the student also has the right to withdraw from school at any time (please see "Withdrawal Policy", below).

- The written notice of cancellation if sent by e-mail communication is effective upon sent timestamp. If the written notice of cancellation is hand-delivered, it is effective when it is received by the Center for Programs in Allied Health.
  - E-mail: CPiAHadministration@vumc.org
  - Hand Delivery: 2215 Garland Ave, Nashville, TN 37232-0495 (Light Hall, Room 312)

Students who cancel according to the terms described above will be refunded within thirty (30) business days after notification of cancellation occurs.

### ***Student Withdrawal from the Program / Withdrawal Refund Policy***

A student who at any time withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend class is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student.

In addition to subparagraph (3)(a) of this rule, if a student fails to begin class on the program start date as written in the enrollment agreement or as amended by the institution, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student, less an administrative fee of one hundred dollars (\$100.00).

In addition to subparagraph (3)(a) of this rule, if after the program has commenced and before expiration of twenty percent (20%) or less of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the refund shall be a pro rata portion of refundable fees, less an administrative fee of one hundred dollars (\$100.00). If applicable, the refund shall include forgiveness of institutional loans. For example, if a student's last day of attendance equals ten percent (10%) of the period of enrollment for which the student was charged, the institution is entitled to retain only ten percent (10%) of the refundable fees charged for the period of enrollment as well as one hundred dollars (\$100.00). However, in no instance will the institution be responsible for any refund in excess of the amount paid by or on behalf of the student for the period of enrollment for which the student was charged.

Except as provided for in subparagraph (3)(a) of this rule, if after expiration of twenty percent (20%) of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the student may be

deemed obligated for one hundred percent (100%) of the refundable fees charged by the institution up to the last period of enrollment charged.

For a student who cannot complete one (1) or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

The Cancellation and Refund Policy for Training Programs states “The school must refund all tuition money paid if the applicant cancels within three business days after the day the contract is signed.” Per the required refund policy listed above, “if a student fails to begin class on the program start date as written in the enrollment agreement or as amended by the institution, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student, less an administrative fee of one hundred dollars (\$100.00).” Regardless of if the student cancels within three business days after the contract is signed, the rule requires that the school refund the student all refundable fees paid and to forgive any loans owned by student, less an administrative fee of one hundred dollars (\$100.00) if the student fails to begin class on the program start date listed in the enrollment agreement.

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- Withdrawal is considered to have occurred when the student provides written notice of his or her desire to withdraw via e-mail communication or by hand delivery.
  - The written notice of withdrawal if sent by e-mail communication is effective upon sent timestamp. If the written notice of cancellation is hand-delivered, it is effective when it is received by a school official.
    - E-mail: [CPiAHadministration@vumc.org](mailto:CPiAHadministration@vumc.org)
    - Hand Delivery: 2215 Garland Ave, Nashville, TN 37232-0495 (Light Hall, Room 312)
- The student fails to participate as required in educational activities for at least three (3) consecutive business days.
- The student fails to return from a leave of absence.
- The institution terminates the student’s enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the program; and/or failure to meet financial obligations to VUMC.

If the student is owed a refund, all monies due will be refunded within thirty (30) business days after the date of VUMC’s determination that the student has withdrawn.

### ***Private Loans***

If a student receives a private loan to pay for the educational programs, VUMC is in no way involved with the agreement between the lender and the student. All inquiries related to such loans should be directed to the lender. VUMC will confirm appropriate student enrollment information with a private lender at the lender’s request, in order to process private loans.

### ***Veterans Benefits and Transition Act of 2018***

Section 103 of Public Law 115-407, the Veterans Benefits and Transition Act of 2018, prohibits denial of access and/or other penalties against student veterans using Post 9/11 (Chapter 33) or Vocational

Rehabilitation (Chapter 31) benefits effective August 1, 2019. As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended. The State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

*NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. GI Bill® is a registered trademark of the Department of Veterans Affairs (VA)*

VUMC permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

VUMC ensures that it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

### ***VA Benefits Enrollment Verification***

Enrollment verification is a requirement for Post-9/11 *GI Bill®* students to verify that they have remained enrolled in the same courses or training each month. Students who receive MHA/kicker payments **will have their payments withheld** if they fail to verify or report that they are no longer enrolled in their courses or training. To streamline the process, VA is providing the options to **verify enrollment easily and securely via text message, email, and online at VA.gov**.

This requirement is only for Post-9/11 *GI Bill®* and does not impact other benefit programs, such as the Montgomery GI Bill (MGIB), Veteran Employment Through Technology Education Courses (VET TEC), Survivors’ and Dependents’ Educational Assistance (DEA), Veterans Rapid Retraining Assistance Program (VRRAP), or the Edith Nourse Rogers STEM Scholarship.

# NUCLEAR MEDICINE TECHNOLOGY

## ***Program Description***

The Vanderbilt University Medical Center (VUMC) Program in Nuclear Medicine Technology (NMT) is a 52-week training program in clinical nuclear medicine technology that was formally established in 1979 as a program in allied health. This program is designed for students who have either completed a minimum of three years pre-radiologic technology work in an affiliated university or have completed their bachelor's degree in a related science field. The VUMC NMT program is approved as the fourth-year externship in a baccalaureate degree program at Austin Peay State University in Clarksville, Tennessee and at Middle Tennessee State University in Murfreesboro, Tennessee.

The VUMC NMT program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) and prepares graduates for certification as nuclear medicine technologists. Students receive training in atomic and nuclear physics, radiochemistry and nuclear pharmacy, patient care and nursing, radiation safety, radiobiology, instrumentation and computer applications, as well as clinical nuclear medicine procedures. Didactic coursework and clinical rotations are scheduled Monday through Friday. Clinical rotations are scheduled in multiple departments within VUMC and VCH, as well as the Vanderbilt Heart and Vascular Institute (VHVI) and the Veterans Administration (VA) Hospital in Nashville. Clinical rotations include general and pediatric nuclear medicine, PET, nuclear cardiology and nursing, as well as nuclear pharmacy and in vitro procedures. Program officials include a Program Director, Medical Director, and Clinical Coordinator.

Upon graduation from the program, students are awarded a certificate from VUMC Allied Health and are eligible to take two national board certification exams: 1) Nuclear Medicine Technology Certification (NMTCB) and 2) American Registry of Radiologic Technologists – Nuclear Medicine Technology (ARRT)(N).

## ***Program Costs***

Tuition \$4,500 + Fees \$725 Books, Materials, Supplies and Equipment \$3,120 + Licensure/Certification \$425 + Parking \$328 = Total Cost \$9,098

## ***Program Length***

The VUMC NMT provides a total of 56 semester credit hours in 52 weeks of full-time, didactic and clinical study. Courses typically begin in late August and continue for 12 months, with graduation the following August.

## ***Graduation Document***

Upon graduation from the program, students are awarded a certificate from the Center for Programs in Allied Health at Vanderbilt University Medical Center. Verification of completed hours and transcripts of grades are provided to affiliate universities for completion of a baccalaureate degree.

## ***Delivery Method***

Residential, no online or distance education component.

## ***Mission, Credo and Goals***

In step with the mission and goals of VUMC, the mission and goals of the VUMC Nuclear Medicine Technology Program are to educate knowledgeable, talented, and compassionate students to use their

acquired skills to provide the highest quality of patient care in their chosen profession of nuclear medicine.

There are two overarching goals of the VUMC NMT Program. The first is to educate and train for the profession and the second is to educate and train for the institution. Specifically, the program goals are to:

1. Equip students with the knowledge, skills, and professionalism they need to effectively and safely perform clinical nuclear medicine procedures
2. Support the VUMC clinical enterprise by providing highly qualified individuals to assume relevant and necessary roles at the institution

### ***Programmatic Accreditation/Approvals***

The Nuclear Medicine Technology Program is accredited by the Joint Review Committee for Educational Programs in Nuclear Medicine Technology (JRCNMT). The JRCNMT promotes appropriate standards of quality for postsecondary educational programs in nuclear medicine technology. Accreditation is granted to educational programs that meet or exceed these threshold standards, and JRCNMT conducts periodic on-site reviews of the program. Graduates of the Nuclear Medicine Technology program are eligible for the national certification examinations administered by the Nuclear Medicine Technology Certification Board (NMTCB), and the American Registry of Radiologic Technologists (ARRT).

JRCNMT: Joint Review Committee for Educational Programs in Nuclear Medicine Technology  
2000 W. Danforth Road, Ste. 130, #203, Edmond, OK 73003  
Phone: 405.285.0546 Fax: 405.285.0579 | E-mail: [mail@jrcnmt.org](mailto:mail@jrcnmt.org)

NMTCB: Nuclear Medicine Technology Certification Board  
3558 Habersham at Northlake, Building I Tucker, GA 30084-4009  
Phone: 404.315.1739 Fax: 404.315.6502 | E-mail: [board@nmtcb.org](mailto:board@nmtcb.org)

ARRT: American Registry of Radiologic Technologists  
1255 Northland Drive, St. Paul, MN 55120  
Phone: 651-687-4048 | E-mail: [www.arrt.org](http://www.arrt.org)

### ***Program Academic Calendar***

|                        |                                  |
|------------------------|----------------------------------|
| Aug. 24 – 28, 2026     | Orientation                      |
| Aug. 31, 2026          | Classes Begin                    |
| Sep. 7, 2026           | Labor Day – Off                  |
| Nov. 26 – 27, 2026     | Thanksgiving Break – Off         |
| Dec. 21 – Jan. 1, 2027 | Winter Break – Off               |
| Jan. 18, 2027          | Martin Luther King Jr. Day – Off |
| Apr. 26 – 30, 2027     | Spring Break – Off               |
| May 31, 2027           | Memorial Day – Off               |
| Jul. 4, 2027           | Independence Day – Off           |
| Aug. 20, 2027          | Projected Graduation Date        |

### ***Program Staff, Faculty, and Advisory Board***

#### **Jenny Pafford, Ed.D., M.S., CNMT | *Program Director, Instructor***

Ed.D., Higher Education Leadership and Policy, 2019, Vanderbilt University; M.S., Health Physics, 2012, Vanderbilt University; B.S., Medical Imaging Technology, 2009, Belmont University, Nashville, TN; Certificate, Nuclear Medicine Technology, 2009, Vanderbilt University Medical Center - Allied Health, Nashville, TN; Certification, NMTCB, 2009, Nuclear Medicine Technology Certification Board

#### **Guiyun Wu, M.D. | *Medical Director, Instructor***

M.D., Medicine, 1988, Inner Mongolia Medical College; M.S., Pathophysiology, 1990, Chinese Academy of Medical Sciences; Diplomate, 2003, American Board of Nuclear Medicine

#### **Jennifer Kiddoo, B.S., CNMT, RT(N) | *Clinical Coordinator, Instructor***

B.S., Radiologic Technology, 2015, Austin Peay State University; Certificate, Nuclear Medicine Technology, 2015, Vanderbilt University Medical Center – Allied Health; Certification, NMTCB, 2015, Nuclear Medicine Technology Certification Board; Certification, RT(N), 2015, American Registry of Radiologic Technologists

#### **Jared Grice, DMP | *Instructor***

Diplomate, 2017, American Board of Radiology (Diagnostic Medical Physics); DMP, 2016, Vanderbilt University; B.S., Physics, 2012, University of Missouri, Columbia, MO

#### **John Abraham, MAS | *Instructor***

M.A.S., Health Physics, 2025, Illinois Institute of Technology; B.S., Physics, 2024, Clemson University

#### **Aaron Hartley, PharmD | *Instructor***

PharmD, Gatton College of Pharmacy 2010, East Tennessee State University; Radiation Authorized User (AU), 2010, University of Arkansas

## NMT Advisory Board

| Name                                         | Title                                              | Employer                          |
|----------------------------------------------|----------------------------------------------------|-----------------------------------|
| Jenny Pafford, EdD, MS, CNMT                 | Program Director                                   | VUMC                              |
| Jennifer Kiddoo, CNMT, RT(N)                 | Clinical Coordinator                               | VUMC                              |
| Guiyun Wu, MD                                | Medical Director, NM Physician                     | VUMC                              |
| <i>Vacant position</i>                       | <i>CT/MR Education Coordinator</i>                 | <i>VUMC</i>                       |
| James Patton, PhD                            | Professor Emeritus                                 | VUMC                              |
| Philip Scherer, MD                           | Section Chief, Nuclear Medicine                    | VUMC                              |
| Sarah Allen, MBA                             | Sr VP Radiology Services                           | VUMC                              |
| Kaylee Skidmore                              | Vice President, Allied Health                      | VUMC                              |
| Jeremy J. Kennard, MS, CNMT, RT(N)(CT)       | Director, Radiology                                | VUMC                              |
| Ashton Evans, CNMT                           | Manager, NM/PET                                    | VUMC                              |
| Aaron Hartley, PharmD                        | Nuclear Pharmacist                                 | VUMC                              |
| John Abraham, MAS                            | Health Physicist                                   | VUMC                              |
| Marcus Balanky, CHP, MPH                     | Radiation Safety Officer                           | VUMC                              |
| Pam Hodges, CNMT                             | Supervisor, Nuclear Medicine                       | VCH                               |
| Kim Halliburton, CRA, MA, CNMT               | Director, Non-Invasive Diagnostics                 | VHVI                              |
| Cristina Majors, MBA                         | Interim Director, CPiAH                            | VUMC                              |
| Dawn Shone, CNMT                             | Director, Radiology                                | Vanderbilt Wilson County          |
| Brandon Moore, CNMT, RT(R)(N)(CT)            | Medical Imaging Supervisor                         | VAMC                              |
| Jennifer Thompson, EdD, BSRT(R)(QM)          | Assoc. Prof and PD Radiography                     | APSU                              |
| Eric Miller, M.Ed.                           | Advising Manager – Health Sci.                     | MTSU                              |
| Diana Arrington, CNMT                        | PET Clinical Education Manager                     | GE Healthcare                     |
| Roxy Kimes, MBA, CNMT                        | Director Radiopharmaceutical Clinical Applications | Advanced Accelerator Applications |
| Adam Brown, MBA, NMTCB(CNMT)(CT)(PET), RT(N) | Founder & Chief Consultant                         | Integrated Theranostics Solutions |
| Christopher Helstern, PhD, CHP               | Associate Professor, Radiation Safety Officer      | University of New Mexico          |
| Stephen Thrasher, BS, CNMT, RT(N)            | Test Professional                                  | Siemens                           |
| Paul Searfoss, MBA, CNMT, RT(N,CT)           | Medical Imaging Manager                            | Ascension St Thomas               |

### Admissions

Qualified applicants must have a bachelor's degree, preferably in a related science field (i.e., biology, chemistry, physics, radiologic technology), from an accredited college or university, or must be eligible for that degree at the completion of the program through an affiliated university.

### Admission Requirements

VUMC requires that all applicants must possess a high school diploma, a high school diploma equivalency, a current Tennessee license in the field for which the training is intended, or postsecondary credit in a degree program. A high school diploma or recognized equivalent comply with the THEC requirement. Further, VUMC allows an applicant to submit a copy of a post-secondary degree (i.e., Associate's, Bachelor's or Master's) in lieu of a copy of the high school diploma.

For the Nuclear Medicine Technology program, in addition to the minimum requirements listed above, qualified applicants with a bachelor's degree from an accredited college or university are eligible for appointment. Students who have not yet received a bachelor's degree must be enrolled at an affiliated university and must meet all other admission requirements.

Candidates for admission to the program must meet the following requirements (in addition to the minimum requirements listed above):

- Baccalaureate degree from an accredited college or university OR eligibility for that degree at the completion of the program at one of the affiliate universities. Applicants in programs at affiliated schools must have satisfactorily completed at least three years of college credit.
- Prerequisite coursework/content (or corresponding content equivalent):
  - chemistry with laboratory
  - human anatomy and physiology (two courses, each with a laboratory)
  - mathematics
  - college-level physics
  - written communication
- A minimum overall grade point average of 3.0 is highly recommended, but GPA's lower than 3.0 may be considered.
- Applicants should be of good moral character, personable, and able to relate to patients.

### ***Application Procedures***

A completed application with supporting materials must be submitted by March 15th of the application year and includes:

1. Application with fee (link available on NMT Program website)
2. Three letters of reference (link available on NMT Program Website through application)
3. Official transcripts from all higher education institutions attended
4. Resume/CV
5. Personal statement

To apply, prospective students should refer to electronic submission instructions posted on the program's website.

### ***Clinical Observation Experience***

As part of the preparation for application to the VUMC Nuclear Medicine Technology Program, all applicants are encouraged to spend some time in observation at a clinical nuclear medicine department. The purpose of this experience is to allow applicants an opportunity to observe staff, as well as patients, in order to learn the role of a Nuclear Medicine Technologist and of other staff within the Nuclear Medicine Department. To arrange clinical observation hours at VUMC, applicants should contact the Program Director.

### ***Applicant Interviews***

Applicants who meet the requirements for admission may be invited to interview for the program. Each interviewee meets individually with the Admissions Committee.

### ***Student Selection and Acceptance***

Student selection is conducted by the Admissions Committee consisting of the Program Director, Clinical Coordinator, and other program affiliated members (i.e., institutional staff and/or program faculty).

Selection is based on academic background, related work or training, references, and interview. Applicants selected for admission to the program must successfully complete a background check before matriculation into the program.

### ***Academic Program and Assessment***

#### *Curriculum Sequence/Program Delivery*

A series of courses are offered in the program which are divided into three semesters (phases). Course content includes:

- Nuclear Medicine Clinical Rotations (Phases 1-3)
- Patient Care
- Radiation Safety
- Basic Sciences
- Physics and Instrumentation
- Clinical Procedures
- Clinical Practice
- Case Based Learning
- Imaging Informatics
- Radiochemistry and Radiopharmacy
- Professional Development
- Research Methods
- Board Review

Students complete clinical rotations in nuclear pharmacy, general nuclear medicine and cardiac imaging, PET/CT imaging, and nursing within various departments located at VUMC Adult and Children's Hospitals as well as the Vanderbilt Heart and Vascular Institute (VHVI) and VA Hospital in Nashville under the supervision of certified preceptors.

Clinical rotations and lectures may be supplemented by special programs and seminars in the Department of Radiology or the Office of Health Sciences Education in an effort to ensure a well-rounded educational experience in Nuclear Medicine Technology.

## Program Coursework

| <b>Nuclear Medicine Technology</b><br>Program Director - Dr. Jenny Pafford |                                     |       |                          |             |                        |
|----------------------------------------------------------------------------|-------------------------------------|-------|--------------------------|-------------|------------------------|
| TERM: FALL                                                                 |                                     |       |                          |             |                        |
| Course Code                                                                | Course                              | Weeks | Course Instructor        | Clock Hours | Total Academic Credits |
|                                                                            | Orientation                         | 1     |                          |             |                        |
| NMT 511                                                                    | Basic Sciences                      | 16    | Jenny Pafford, EdD, CNMT | 46.00       | 3                      |
| NMT 512                                                                    | Patient Care in Radiology           | 8     | Jennifer Kiddoo, CNMT    | 20.00       | 1                      |
| NMT 513                                                                    | Physics and Instrumentation I       | 16    | Jared Grice, DMP         | 46.00       | 3                      |
| NMT 514                                                                    | Radiation Safety I                  | 16    | John Abraham, MAS        | 30.00       | 2                      |
| NMT 515                                                                    | Radiochemistry and Radiopharmacy I  | 16    | Aaron Hartley, PharmD    | 46.00       | 3                      |
| NMT 516                                                                    | Professional Development I          | 16    | Jenny Pafford, EdD, CNMT | 15.00       | 1                      |
| NMT 517                                                                    | Clinical Practice I                 | 16    | Jennifer Kiddoo, CNMT    | 30.00       | 2                      |
| NMT 517                                                                    | Imaging Informatics                 | 8     | Jennifer Kiddoo, CNMT    | 20.00       | 1                      |
| NMT 519                                                                    | Research Methods I                  | 16    | Jenny Pafford, EdD, CNMT | 15.00       | 1                      |
| NMT 510                                                                    | Clinical Rotations I                | 16    | Jennifer Kiddoo, CNMT    | 249.00      | 5.5                    |
| Total weeks of instruction for this term:                                  |                                     | 16    |                          | 517.00      | 22.50                  |
| TERM: SPRING                                                               |                                     |       |                          |             |                        |
| Course Code                                                                | Course                              | Weeks | Course Instructor        | Clock Hours | Total Academic Credits |
| NMT 521                                                                    | Physics and Instrumentation II      | 16    | Jared Grice, DMP         | 32.00       | 2                      |
| NMT 522                                                                    | Professional Development II         | 16    | Jenny Pafford, EdD, CNMT | 16.00       | 1                      |
| NMT 523                                                                    | Radiochemistry and Radiopharmacy II | 16    | Aaron Hartley, PharmD    | 32.00       | 2                      |
| NMT 524                                                                    | Research Methods II                 | 16    | Jenny Pafford, EdD, CNMT | 16.0        | 1                      |
| NMT 525                                                                    | Clinical Procedures                 | 16    | Guiyun Wu, MD            | 30.00       | 2                      |
| NMT 526                                                                    | Radiation Safety II                 | 8     | John Abraham, MAS        | 16.00       | 1                      |
| NMT 527                                                                    | Case Based Learning                 | 16    | Jenny Pafford, EdD, CNMT | 30.00       | 2                      |
| NMT 528                                                                    | Clinical Practice II                | 8     | Jennifer Kiddoo, CNMT    | 16.0        | 1                      |
| NMT 520                                                                    | Clinical Rotations II               | 16    | Jennifer Kiddoo, CNMT    | 356.00      | 7.5                    |
| Total weeks of instruction for this term:                                  |                                     | 16    |                          | 542.00      | 19.50                  |
| TERM: SUMMER                                                               |                                     |       |                          |             |                        |
| Course Code                                                                | Course                              | Weeks | Course Instructor        | Clock Hours | Total Academic Credits |
| NMT 530                                                                    | Clinical Rotations III              | 16    | Jennifer Kiddoo, CNMT    | 529.50      | 11.5                   |
| NMT 531                                                                    | Board Review                        | 16    | Jenny Pafford, EdD, CNMT | 37.50       | 2.5                    |
| Total weeks of instruction for this term:                                  |                                     | 16    |                          | 567.00      | 14.00                  |
| TOTAL PROGRAM HOURS                                                        |                                     |       |                          | 1626.00     | 56.00                  |

## Course Descriptions

### Nuclear Medicine Technology

Program Director - Dr. Jennifer Pafford

#### TERM: FALL

| Course Code | Course                             | Course Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Weeks |
|-------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|             | Orientation                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1     |
| NMT511      | Basic Sciences                     | This course is designed as an introductory course to Clinical Procedures and focuses primarily on aspects of basic sciences that are directly applicable to understanding clinical nuclear medicine procedures—including anatomy and physiology, basic organic chemistry, biochemistry, and molecular biology. Various diseases and disorders will be discussed, and the clinical procedures useful in the diagnosis of these pathological conditions in each primary organ system will be introduced. Cross-sectional anatomy will be included throughout.                                                                                                                                                                                                                              | 16    |
| NMT512      | Patient Care in Radiology          | This course provides an overview of the basics of patient care including aseptic techniques, intravenous catheter placement and injections, blood drawing, urinary catheters, moving and lifting patients, ECG monitoring and gating, use of infusion pumps (i.e., gravity IV and syringe pumps), fasting blood sugar and use of glucometers, obtaining and assessing patient history and condition, communication with patients and staff, and the handling of emergencies. Within this course, students obtain venipuncture competencies. Topics related to organizational structure of healthcare teams, medical ethics, patient confidentiality, and HIPAA responsibilities are presented. The course also includes discussions of health records and health information management. | 8     |
| NMT513      | Physics and Instrumentation I      | This course begins with an overview of the basics of nuclear medicine physics, including the structure of the atom, radioactive decay processes and laws, and interactions of radiation with matter. Subsequent topics include discussions related to radiation exposure and absorbed dose as well as concepts of radiation detection including gas-filled ionization detectors and scintillation detectors. The remaining topics are devoted to in-depth discussions of imaging instrumentation including scintillation cameras. Relevant mathematical concepts are included throughout with a special section on statistics.                                                                                                                                                           | 16    |
| NMT514      | Radiation Safety I                 | This course serves as an overview of basic health physics concepts, covering various topics related to radiation protection and dosimetry in nuclear medicine, including: fundamentals of radiation physics, protection from external and internal sources of radiation, radiation quantities and dosimetry, biological effects of radiation, detectors, operational radiation safety practices, patient therapy dose considerations, response to radiation related emergencies, and the regulation of radiation exposure/radioactive materials.                                                                                                                                                                                                                                         | 16    |
| NMT515      | Radiochemistry and Radiopharmacy I | This course provides a basic review of chemistry, including chemical bonding, solutions, proteins, carbohydrates, lipids, and chelates. Also included is an introduction to radionuclide chemistry, including radionuclide production, labeling techniques, chromatography, isotopes, and technetium chemistry. The organization, recordkeeping responsibilities, quality control procedures, and radiopharmaceutical preparations for which the radiopharmacy is responsible are also presented. In addition, laboratory procedures and techniques including radiopharmaceutical kit preparation, generator handling, dose calculations and calibrations, and handling of long-lived radioisotopes are taught. Part 1 of 2 in course series.                                            | 16    |
| NMT516      | Professional Development I         | This course consists of topics that broadly address professionalism in healthcare. Topics include interpersonal communication skills, interprofessional collaboration, ethics, adherence to the scope of practice and performance standards, orientation to hospital services, and modern student success strategies and skills. Discussion and reflections on clinical experiences and conflict resolution is emphasized. Special interest topics may be included, as needed, when highly relevant to the program experience or to the broader profession.                                                                                                                                                                                                                              | 16    |
| NMT517      | Clinical Practice I                | This course focuses on technical aspects of performing clinical procedures. Beyond review of standard protocols, additional skills such as critical-thinking, problem-solving, and troubleshooting strategies for various procedures and scenarios within the clinic are incorporated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 16    |
| NMT518      | Imaging Informatics                | This course is designed as an introduction to aspects of imaging informatics that pertain to nuclear medicine technologists. The course covers basic descriptions of computer software and hardware including displays. It also reviews information systems (PACs, HIS, RIS) used in the nuclear medicine clinic. Lectures also include acquisition methods in nuclear medicine, nuclear medicine image processing, and data analysis used in the clinic. Additional discussion covers SPECT, PET, and CT acquisitions as well as specifics of image processing and reconstruction related to each. Throughout the lectures, informatics aspects are emphasized.                                                                                                                         | 8     |
| NMT519      | Research Methods I                 | This course provides an overview of common research methods in the health sciences. Throughout the course, students will identify a salient research topic in the field of nuclear medicine, design and complete their own research project, and prepare their projects for presentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 16    |
| NMT510      | Clinical Rotations I               | This clinical nuclear medicine experience/training consists of a series of clinical rotations using the clinical nuclear medicine facilities at Vanderbilt University Medical Center, Vanderbilt Children's Hospital, and the VA Medical Center. Rotations include nuclear pharmacy, and in vitro lab, patient                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 16    |

|                     |                                     | care, cardiac stress testing, general nuclear medicine and positron emission tomography imaging procedures in adults and children, and quality assurance. The imaging rotations are established so that each student is assigned to a single independent work assignment supervised by a board-certified technologist, a radiopharmacist (radiopharmacy rotation), or a radiology registered nurse (nursing rotation). Rotations may be modified as needed during the second set of rotations to address noted deficiencies of specific students. Students receive written evaluations weekly from the supervisory staff. Proficiency testing is accomplished during later rotations in the form of clinical competency requirements.                                                                                                                                                                                                                          |              |
|---------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>TERM: SPRING</b> |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| <b>Course Code</b>  | <b>Course</b>                       | <b>Course Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Weeks</b> |
| NMT521              | Physics and Instrumentation II      | This course is devoted to in-depth discussions of imaging instrumentation including scintillation cameras, single photon emission computed tomography (SPECT), positron emission tomography (PET), and x-ray computed tomography (CT) systems. The final section covers the theory and performance of quality assurance of dose calibrators, scintillation counting systems, and planar, SPECT, PET, and CT systems with emphasis on identifying and solving problems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 16           |
| NMT522              | Professional Development II         | This course consists of topics that broadly address professionalism in healthcare. Topics in part two of the course series focus on preparation for certification and career development. Guest speakers from various institutions and backgrounds are a highlight of the course and offer students the opportunity to learn about careers and opportunities across the field of nuclear medicine. Special interest topics may be included, as needed, when highly relevant to the program experience or to the broader profession.                                                                                                                                                                                                                                                                                                                                                                                                                            | 16           |
| NMT523              | Radiochemistry and Radiopharmacy II | Part two of the course series provides a continuation of radiopharmacy topics including labeling techniques, chromatography, isotopes, and radiochemistry. The organization, recordkeeping responsibilities, quality control procedures, and radiopharmaceutical preparations for which the radiopharmacy is responsible are also presented. In addition, laboratory procedures and techniques including radiopharmaceutical kit preparation, dose calculations and calibrations, and handling of radioisotopes are taught. This course includes discussions of nuclear therapies as well as adjunctive medications.                                                                                                                                                                                                                                                                                                                                           | 16           |
| NMT524              | Research Methods II                 | Part two in the course series continues with guided instruction on the design and completion of research projects with a focus on professional presentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 16           |
| NMT525              | Clinical Procedures                 | This course focuses primarily on various aspects of clinical procedures from a physician perspective. Clinical procedures useful in the diagnosis and treatment of pathological conditions in each primary organ system will be discussed. An overview of technical aspects of clinical nuclear medicine procedures will be included with a focus on interpretation of qualitative and quantitative data obtained from these procedures—including diagnostic images, numerical or graphical data, and therapeutic outcomes.                                                                                                                                                                                                                                                                                                                                                                                                                                    | 16           |
| NMT526              | Radiation Safety II                 | This course serves as a continued overview of basic health physics concepts, covering various topics related to radiation protection and dosimetry in nuclear medicine, including: radiation quantities and dosimetry, detectors, operational radiation safety practices, response to radiation related emergencies, and the regulation of radiation exposure/radioactive materials. Part 2 of 2 in the course series specifically focuses on basic physics principles and applications of instrumentation used for detection of ionizing radiation, with laboratory exercises. The course emphasizes radiation safety in practice. Laboratory exercises implement classroom knowledge through experience with various ionizing radiation detectors.                                                                                                                                                                                                           | 16           |
| NMT527              | Case Based Learning                 | Clinical cases and scenarios are used as the framework for this course with the goal of facilitating and developing critical thinking skills. Throughout the course, various clinical cases relating to previous or current coursework are presented. Real-time discussions with team members are guided by the faculty facilitator in order to analyze a case for known and unknown variables, determine potential causes/diagnoses of the case and its outcomes, assess various elements of patient care, and identify actionable or troubleshooting strategies. Students are expected to use their collective knowledge as a foundation for understanding cases in addition to researching on their own to collect relevant information in order to piece various case elements together. Completion of cases will provide students experience in working within a team to solve complex clinical issues related to performing nuclear medicine procedures. | 16           |
| NMT528              | Clinical Practice II                | Part two in the course series continues discussions on technical aspects of performing clinical procedures. Beyond review of standard protocols, additional skills such as critical-thinking, problem-solving, and troubleshooting strategies for various procedures and scenarios within the clinic are incorporated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 16           |
| NMT520              | Clinical Rotations II               | Nuclear Medicine Clinical Rotations, Part II.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 16           |
| <b>TERM: SUMMER</b> |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| <b>Course Code</b>  | <b>Course</b>                       | <b>Course Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Weeks</b> |

|        |                        |                                                                                                                                                                                                                                                                               |    |
|--------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| NMT530 | Clinical Rotations III | Nuclear Medicine Clinical Rotations, Part III.                                                                                                                                                                                                                                | 16 |
| NMT531 | Board Review           | This course provides a thorough content review of major topic areas in the field of nuclear medicine technology with the intent of preparing students to take national board certification exams. In addition, multiple practice board exams are included within this course. | 16 |

### *Assignment of Credit Hours by Affiliated Universities*

The VUMC Nuclear Medicine Technology Program provides official verification of each student's hours completed and a transcript of grades to the affiliate university in which the student is enrolled. These VUMC documents are intended as verification of the VUMC program experience. The program tracks student completion in contact hours and may provide an internal conversion to credit hours on transcripts. However, each university's methods of assigning credit to the VUMC NMT program experience, as well as the number of college credits ultimately awarded to each student, are determined by each university independently from VUMC, and according to the university's own policies.

### **Student Assessment**

#### *Grading System*

| Scale   | Grade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | GPA |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 95-100% | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 4.0 |
| 90-94%  | A-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 3.5 |
| 85-89%  | B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3.0 |
| 80-84%  | B-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2.5 |
| 75-79%  | C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2.0 |
| <75%    | F - FAILURE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0   |
| P       | Pass - Any course with a "P" grade is not calculated into the grade point average.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
| F       | Fail - Any course with an "F" grade is not calculated into the grade point average. However, the course must be repeated and passed to graduate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |
| I       | Incomplete - May be used at the discretion of the instructor in those cases in which the student is not able to complete work in the normal time. In those instances, the student and instructor develop a written plan for an extension to provide work by a specific date that falls within the period of time specified by the relevant program's requirements (but in no circumstances greater than one month). An "I" that is not replaced by a letter grade within the period of time specified by the relevant program's requirements, due to unsatisfactory completion of the student's plan, will be changed to an F after the period specified by the program (a period not to exceed one month). Any course with an "I" grade is not calculated into the grade point average. Once a grade is assigned to the course (when conditions are met that allow for the removal of the "I" and assignment of a final grade), that grade will factor into the student's GPA. |     |
| W±      | Withdrawal – Utilized when a student leaves the course due to an approved leave-of-absence or withdraws from the school prior to the scheduled completion of a course. Any course with a "W" grade is not calculated into the grade point average.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |

Students who do not complete required work or hours in a course will be assigned a failing grade for the course.

### **Clinical Rotation Evaluations**

Students receive a clinical evaluation from their respective preceptor at the end of each clinical rotation week. The Program Director and/or the Clinical Coordinator will review these evaluations with each student. These evaluation conversations allow for frequent and constructive feedback to students on

their professional development. The evaluations are counted toward course grades in the Clinical Rotations course series as well as the review of Satisfactory Academic Progress.

### ***Satisfactory Academic Progress (SAP)***

Each students' academic progress is formally evaluated mid-semester, for a total of three times during the program. A student is considered to be maintaining satisfactory academic progress (SAP) by maintaining a 75 percent academic average in didactic coursework and in clinical rotations. In addition, students must have satisfactory attendance and exemplify professional behavior based on VUMC Credo in order to maintain satisfactory academic progress.

Prior to the determination of SAP status, the student, the Program Director and the Clinical Coordinator meet to discuss the student's progress. These meetings include discussion of grades in didactic courses, evaluations and performance in clinical rotations, radiation dose reports, absences, contact hours, professionalism and conduct, etc. Students are given the opportunity to discuss any questions or concerns they may have related to their academic progress. Following this meeting the Program Director and the Clinical Coordinator determine whether the student is maintaining Satisfactory Academic Progress. A final course grade < 75 at the end of the semester will result in removal from the program.

### ***Code of Conduct***

Adherence to the VUMC Code of Conduct, the VUMC Center for Programs in Allied Health Honor Code and the Vanderbilt Nuclear Medicine Technology Program Honor Code is required of students at all times.

#### ***Vanderbilt Nuclear Medicine Technology Program Honor Code***

As professional students, it is expected that the Vanderbilt Nuclear Medicine Technology Program Honor Code be followed at all times. All projects submitted are presumed to be the student's own work unless appropriate credit to others is given when submitted. The following are considered violations of the Honor Code and will result in disciplinary action up to and including dismissal from the program:

- Cheating on an examination, test, assignment, or project
- Plagiarizing (incorporating into one's own work the work of another without identifying the source) in an assigned paper, report or project
- Submitting work prepared by another person as one's own (including use of texts, papers, computer programs, or other class work prepared by commercial or noncommercial agents)
- Submitting work prepared for another rotation without the specific prior authorization of the Program Director
- Falsification of results of study and research

### ***Graduation Requirements***

In order to graduate, students must receive a passing grade of 75 or better in all didactic courses, including clinical rotations, and complete a list of clinical competencies. A complete list of the Clinical Competencies is included in the Program Handbook. Students must also complete at least 1,626 clock hours during the 12-month program. In addition to hours, total days attended are also monitored. Students are allotted a maximum of 10 personal days, in addition to the scheduled holidays.

## ***Equipment List***

Clinical Nuclear Medicine Equipment available for instruction at VUMC

- GE 870 Dual-head CZT with a 16 slice CT
- GE Discovery 670 dual-head scintillation camera with 16 slice CT scanner
- GE Infinia dual-head scintillation camera with single slice Hawkeye CT scanner
- GE Advance PET scanner with 16 slice CT scanner (Mobile)
- GE Advanced PET scanner with 16 slice CT scanner
- GE Lunar DEXA Bone Densitometry scanning system
- GE PET Trace 16 MeV Cyclotron
- GE Xeleris workstation (x5)
- Capintec dose calibrators with drawing stations (x3)
- Captus 3000 Thyroid uptake probe with well counter (x2)
- Hidex automatic gamma counter
- Ludlum Model 3 GM with pancake probe (3)
- Ludlum Model 26-1 with integrated frisker (2)
- Ludlum Model 14C GM general purpose detector
- Treadmill for cardiac stress testing 2 multi-lead EKG systems
- Fully equipped state-of-the-art sterile clean room Radiopharmacy
- Fully equipped invitro lab

Clinical Nuclear Medicine Equipment available for instruction – VCH

- GE NM/CT 870 DR
- GE Xeleris workstation
- Capintec dose calibrator with chamber and well counter
- Ludlum Model 3 GM with pancake probe

Clinical Nuclear Medicine Equipment available for instruction - Veteran's Administration Hospital

- GE 870 Dual-head CZT with a 16 slice CT
- GE Optima NM 640 dual-head scintillation camera with 4 slice CT scanner
- GE Discovery NM 630 dual-head scintillation camera
- GE Discovery NM 530c solid-state CZT detectors, focused collimators
- GE Case cardiac stress test system with treadmill and multi-lead EKG
- GE Xeleris nuclear medicine workstation
- GE Lunar DEXA Bone Densitometry scanning system
- BIODEx AtomLab 960 thyroid uptake prob and well counter
- Capintec CRC-15R dose calibrator
- Capintec CRC-55tR dose calibrator
- Biodose patient dose drawing software
- Ludlum model 3 survey meters with pancake detectors
- Ludlum Model 2200 scaler with well counter detector
- Automated multi-sample gamma counter

Clinical Nuclear Medicine Equipment available for instruction – Vanderbilt Heart & Vascular Institute

- Spectrum Dynamics D-SPECT Cardio, solid-state CZT detectors
- Spectrum Dynamics D-SPECT Cardio, solid-state CZT detectors (there are two)

- Quinton and treadmill with EKG System
- Capintec CRC-15R dose
- Atom Lab 50 well-counter
- Ludlum Model 3 GM with pancake probe.

This catalog contains only a summary of program policies and procedures. Students should refer to the program/student handbook for additional information.