

Nashville General Hospital

Post-Primary Medical Imaging Preceptorship Program

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Program Description

The Nashville General Hospital (NGH) Preceptorship Program offers graduates of a Joint Review Committee on Education in Radiologic Technology (JRCERT)-accredited full-scope radiologic technology program the opportunity to participate in a three-month supervised clinical rotation in the imaging specialty of their choice. Currently, specialty areas offered include MRI and CT.

Admission Requirements

- Completed application form
- Application fee of \$50 (Cashiers check or money order)
- Official radiography education transcript from an accredited JRCERT program
- Current American Registry of Radiologic Technologists (ARRT) certification card
- Current CPR card

Program Purpose

The preceptorship program provides clinical education and examination performance opportunities to radiographers seeking ARRT registry eligibility in the specialty area(s) of their choice. Participants are responsible for their own learning and study of physics, equipment operation and maintenance, procedure protocols, and any other information relative to each imaging modality that may be included on the registry examination.

Program Goals

1. Provide specialization opportunities for graduates to enhance their marketability.
2. Encourage professional development/continuing education.
3. Provide a community service by educating cross-trained radiographers.
4. Provide a hiring pool of difficult-to-recruit technologists for area hospitals and imaging centers.

Program Costs

- Application fee: \$50
- Tuition: \$1,000 per three-month preceptorship
- Criminal background check: \$20**
- Drug screening test: \$40**
- Liability Insurance: \$35/year
- Dosimeter badge (exception – MRI Preceptorship): (cost based on pricing at time of enrollment)

All costs are subject to change and are non-refundable.

** Not required for the NGH Radiologic Technology Program graduate that starts the Preceptorship Program immediately after graduation. Immediately is defined as within three months after the official last day as a radiography student at NGH.

Program Policies:

1. **Attendance** – Participants must attend all scheduled shifts. Each shift is based on a minimum of four hours. A minimum of twenty hours per week is necessary to be considered for an extension, should the participant fail to obtain the required number of examinations during the three-month program (see next paragraph). Participants may choose to attend for more than four hours per day, but the Director must approve extra time. Two missed shifts or a missed total of eight hours are granted without penalty, if the Director is notified prior to the absence. Missed shifts (or missed hours of a shift) will be documented and no makeup time (beyond the three-month program) will be granted if more than two shifts or a total of eight hours are missed.

If the required number of examinations is not obtained by the end of the three month program, and all shifts and hours were attended as scheduled (with the exception of the allowance of two missed shifts or a total of eight missed hours), the participant will be granted an extension up to one month, or until the required number of examinations is obtained, whichever comes first. Attendance is required, and will be monitored during this one-month extension. One shift missed or a missed total of four hours over the one-month extension is allowed, but the participant will not be permitted any time exceeding the one-month extension.

Note: Failure to adhere to the aforementioned attendance policies will automatically forfeit the participant's right to an extension. In this case, the participant must apply for an additional three-month program to obtain the required number of examinations.

2. **Early Completion of Examinations** – Participants may complete the required number of examinations prior to the end of the three-month preceptorship. In this case, it is the participant's right to withdraw early, or complete the three-month program. However, if the participant decides to complete the entire three-month program, he/she must understand that attendance and clinical examination participation will be required as though the required number of examinations has not yet been obtained.
3. **Scheduling** - Simultaneous scheduling of two or more participants is prohibited. The ratio of participant to preceptor shall not exceed 1:1. Currently only Monday through Friday day shifts may be scheduled. **Therefore, scheduling will be done on a first come first served basis.**
4. **Supervision** – Participants must be supervised by their Preceptor who is a registered radiologic technologist through the ARRT at all times to receive credit for examinations performed. This supervision is ensured through the Preceptor's or designee's signature following each examination documented on the participant's Clinical Experience Documentation Form. A statement must be signed by the preceptor at the end of each rotation stating that the participant was properly supervised, and the logged examinations were indeed performed by the participant.
5. **Exam number summary** - A copy of the Clinical Experience Documentation Form summarizing the examinations performed and verified must be submitted to the program director every three weeks. Failure to do so will forfeit the participant's right to potentially extend their rotation period.
6. **Health** – **After being accepted to the program**, participants must have documented a recent tetanus administration, submit TB skin test results done within the last three months, and provide proof of MMR immunization or positive Rubella titer (these tests can be obtained through the Medicine Clinic at Nashville General Hospital - for appointment, call 615-341-

4393) – (Note: Hepatitis B vaccination is also highly recommended, but not required. Hepatitis B immunization injections can also be obtained through the Medicine Clinic).

7. **Criminal background check and drug test** – a criminal background check is conducted and the results of a drug test must be submitted, prior to participating in the program. Note: Graduates leaving the NGH Program in Radiologic Technology and immediately participating in the Preceptorship Program are not required to take a drug test or have a background check performed.

Debarment: Additionally, Applicants must affirm that they are not, nor have been, debarred, nor are being proposed for debarment, or otherwise excluded from participation in any federal health program [i.e., Medicare (Title XVIII), Medicaid (Title XIX), Maternal and Child Health Services Block Grant (Title V), Block Grants to States for Social Services (Title XX) and State Children's Health Insurance (Title XXI) programs], or other program, under Sections 1128 or 1156 or both of the Social Security Act or any similar state law, or by any other federal or state agency which took, is taking or proposes to take, any similar debarment or exclusion action.

8. **Health Insurance** - Participants shall carry personal health insurance. A copy of your insurance carrier will be requested. Participants are responsible for any and all costs for treatment that they receive at NGH or any of the program's clinical education sites.
9. **Medical Imaging Department and Hospital Policies** – The policies of the Medical Imaging Department and Hospital supersedes the policies of the Preceptorship Program.
10. **Attire** – Participants are required to wear clean, neatly pressed scrubs (any color) and clean shoes. Hair must be clean and neat and out of face. Small, conservative jewelry may be worn. A hospital ID badge must be worn at all times. A radiation badge must be worn at collar level when working around ionizing radiation.
11. **Compliance Plan/Code of Conduct:** NGH has in place a Compliance Plan and Code of Conduct the goal of which is to ensure that both NGH and the Metropolitan Hospital Authority consistently and fully comply with all applicable federal, state and local laws and regulations and conducts all dealings ethically. Participants acknowledge that they have received and reviewed the Code of Conduct. Participants agree, as a condition of participation in this Preceptorship Program, to comply with the Code of Conduct in place at MHA facilities and to conduct all activities pursuant to this Program in accordance with the Code of Conduct. Should Participants have a concern about a possible violation of the Code of Conduct, Participants will promptly report the concern to the Compliance Officer in accordance with the Compliance Plan.
12. **HIPAA Requirements:** Participants must agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42U.S.C. & 1320d (“HIPAA”) and any current and future regulations promulgated there under including without limitation the federal privacy regulations contained in 45 C.F.R. Part 142 (the “Federal Security Regulations”), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as “HIPAA Requirements”. Participants must agree not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by HIPAA Requirements and the terms of this Agreement.

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