New Course Request

Indiana University

Indianapolis Campus

Check Appropriate Boxes: Undergraduate credit [✓] Graduate credit [✓] Professional credit [✓]

1. School/Division Radiologic Sciences/School of Medicine
2. Academic Subject Code RADI

3. Course Number R424 (must be cleared with University Enrollment Services)
4. Instructor Judith Kosegi

5. Course Title Nuclear Medicine In-Service II
   Recommended Abbreviation (Optional) NM In-Service II
   (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2010

7. Credit Hours: Fixed at 1 or Variable from ________ to ________

8. Is this course to be graded S-F (only)? Yes [✓] No [ ]

9. Is variable title approval being requested? Yes [ ] No [✓]

10. Course description (not to exceed 50 words) for Bulletin publication: Attend and participate in presentations of selected topics in nuclear medicine and related areas.

11. Lecture Contact Hours: Fixed at 1 or Variable from ________ to ________

12. Non-Lecture Contact Hours: Fixed at ________ or Variable from ________ to ________

13. Estimated enrollment: 7 of which 0 percent are expected to be graduate students.

14. Frequency of scheduling: Once per year Will this course be required for majors? Yes

15. Justification for new course: Current course was under the R407 seminar course title. New course number/description to alleviate confusion.

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature] Date 1/19/10
Department Chairman/Division Director

Approved by: [Signature] Date 2/7/10
Dean

Dean of Graduate School (when required)

Chancellor/Vice-President

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724 University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
OVERVIEW:
This course covers aspects of clinical Nuclear Medicine related to procedure reviews, case presentations, article reviews and special guest lectures.

COURSE DESCRIPTION: Attend and participate in presentations of selected topics in nuclear medicine and related areas.

GENERAL COURSE OBJECTIVES:
1. Participate in class discussions of journal articles, patient cases, and guest lecture topics.
2. Present journal articles and patient cases either in In-service II or III as described below.

REQUIREMENTS FOR ARTICLE PRESENTATIONS:

I) Pick any recent (past year) article out of a scientific journal. Prepare a presentation of approximately 10 – 15 minutes.

A. Picking the article:
   1. It must be a research article and relevant to Nuclear Medicine
   2. It must answer a question
      a. Example: Is technique “A” better than technique “B”?
   3. It must have statistics to support research
   4. You must read and understand the article before approval is granted
   5. No “Case Reports”, review articles (a summary of other people’s research), or education type articles.

B. Article approval:
   1. **Articles must be submitted for approval by one week before the practice session** so a substitution can be made (if found inappropriate) before presentation at the practice session.
   2. Two copies of the article must be left with the instructor for a physician review before the practice session.

C. At Practice Session and In-Service
   1. State the Title, Author (with “et al” after 1st author if more than one), author(s) Institution (s), Journal Name and Date
   2. State the Question (hypothesis) the research is trying to answer
   3. State the Materials and Methods (in general, not in great detail)
      a. Equipment used
      b. Research subjects used and how selected
      c. Methods used
   4. State the Results
a. Findings with statistics to answer the question
5. State the Discussion (in general, not in great detail)
a. Present main points of the study and some review literature
6. State the Conclusion
a. Did or did not answer the question and what was the final conclusion
7. State the Critique (your analysis of the article)
a. Did author(s) do a good job or not?
b. Were there deficiencies (sample size too small, some important points not made, obscure or not very clear, etc.)?
8. May have overheads, slides or other presentation materials to accompany presentation. **Make power point slides of at least steps 1-7.**
9. Send the presentation to the instructor by attached e-mail or bring it on a memory stick. **Have one printed hard copy of your slides (4 slides per page) in case there is a problem with the computer.**
10. You can present original images or black and white text (tables, etc.) from the journal off the overhead or scan/import them into a slide before hand.
11. Know topic well enough that you do not have to read it verbatim
11. Make enough copies of the article to pass out to all students at the formal presentation

**REQUIREMENTS FOR CHART REVIEW & INTERESTING PATIENT CASE PRESENTATIONS:**

I) Select an interesting Nuclear Medicine patient case at any clinic. Prepare a summary of approximately 10 - 15 minutes.

A. Pick a case (one of interest & in which nuclear medicine contributed to patient outcome)
1. Must pick a case with a reasonable sized (not enormous) chart having substantial information about the case.
2. Find out from technologists or a resident/fellow how to check out the chart (or view it on-line) for review.
3. Orient the case toward the Nuclear Medicine aspects.
4. Pick one where the nuclear study contributed something toward the patient’s outcome.
5. At least 60% of the talk should be about the non-nuclear aspects of the cases, such as patient description/history, x-rays, lab results, etc. The talk must cover a lot more than the nuclear scan.

B. Case approval & data gathering
1. The case **must be submitted for approval at least one week before the practice session** so a substitution can be made (if found inappropriate) before presentation at the practice session.
2. Approval will not be given without copies of the case films or digital images. **The patient name and hospital number must be cut off on all copy films and other materials before they are taken from the clinic.**
3. **Ask clinical staff before gathering any images or data. They may have a certain way that they want that data**
GATHERED (ie., VA REQUIRES A STAFF PERSON TO PUT IT ON A CD WITHOUT IDENTIFYING INFO). ABSOLUTELY NO PATIENT PERSONAL DATA CAN LEAVE THE CLINICS OR YOU WILL BE IN VIOLATION OF HIPAA.

4. After you have gathered the materials, ask a resident or staff physician to help you put together what is important to present.

C. For Practice Session and In-Service Develop Power Point Slides Which:
1. State the Title, Author (with “et al” after 1st author if more than one), author(s) Institution (s), Journal Name and Date
2. State the Question (hypothesis) the research is trying to answer
   a. Flush out the reasons given in the introduction to explain why this research was undertaken
3. State the Materials and Methods (in general, not in great detail)
4. Equipment used
5. Research subjects used and how selected
6. Methods used
7. State the Results (findings) with statistics to answer the question
8. State the Discussion (in general, not in great detail)
9. Present main points of the study and some review literature
10. State the Conclusion
    a. Did or did not answer the question and what was the final conclusion
11. State the Critique (your analysis of the article)
    a. Did author(s) do a good job or not?
    b. Were there deficiencies (sample size too small, some points not made that should have been obscure or not very clear, etc.)?
12. Slides should be attractive, not too wordy (main points only), cover the basic concepts/information while you elaborate verbally.
13. You should stand while presenting, use a pointer as needed, and not just read your slides and notes.
GRADERS: Satisfactory/Fail

- The grade for a particular Semester (Nuclear Medicine Technology In-Service II or III) will be affected by the following criteria:

1) A grade of satisfactory is based on attendance and participation at all Nuclear Medicine In-Service Procedure Review Sessions. The following criteria must be met to receive a grade of satisfactory: The student must:

   • NOT be absent to more than 1 session during the fall course or the spring course (1 for each course), without a reasonable excuse, such as required court attendance or an illness (documentation of such is required). Regardless of the reason, missing more than 3 classes in either the fall or the spring courses (3 for each course) will be an automatic "F", unless there are grounds for an Incomplete.

     ➢ If you are going to miss a class you MUST call to inform the instructor of your absence, before class begins. Not doing so will result in an un-excuse absence. A warning will be given but a second un-excused absence will require the written review of a research article (approved by the instructor). The paper must follow the rules for an extra credit review paper as covered in the Practicum Syllabus. Not doing the review, satisfactorily, will result in a grade of "F" for the course.

     ➢ If you are going to miss a class, and call to inform the instructor, you must provide documentation by the next class time of illness or other documented reason why you had to be absent. Not doing so or not having an adequate reason will result in an un-excused absence.

   • NOT late or leave early, by over 5 minutes, to more than 2 sessions during the fall course or the spring course (2 for each course), without a reasonable excuse (such as being kept by the previous instructor).

   • Ask at least 4 documented (as specified in # 2) questions during the fall course and 8 questions during the spring course. If a student has not been able to ask his last two questions because he was absent on the last day of class, due to an excused absence, then he will still receive a grade of satisfactory. A student may be given the option of doing article reviews (the articles and format of the review to be approved by the instructor) to make up for questions that were not asked.

   • Participate in discussions and respond to questions when asked.

   • Present interesting cases and articles, as specified, when scheduled.
2) It is required that the student ask intelligent questions or contribute information at the in-services. Each question or contribution, along with the response, must be written on a 3x5" card and turned into Judy Kosegi by the next day. Cards may be dropped off by the next day at Judy's mailbox or office in the Clinical Building, if she is not available. The same general question may NOT be used more than once. No more than two questions can be used per meeting. You can NOT use the same question as someone else, who has asked it first. The cards must be filled out according to the following example or they will be returned and NOT accepted for credit.

1) Put IN-SERVICE at top of card
2) Question Number :( in upper right hand corner)
3) Student Name:
4) Date of Question:
5) Question Asked:
6) Response Given:

3) A grade of "F" will be given to anyone who commits more than 3 of the following infractions in either semester (more than 3 each) semester. If deemed appropriate, the instructor may assign additional make-up work to avoid a grade of "F":

- Not having the article or case ready for review and approval, by the instructor, by the due date.
- Not being ready to review the articles or patient case at the assigned practice session or forgetting to show for your practice session.
- Not having enough copies of the presentation article at the in-service.
- Not having A-V materials (overheads, slides etc.) ready for article or case (films, data etc.) presentation at the practice session or at the in-service.
- Not recording your article or case on the form outside the instructor's office so others will avoid duplication. This must be done within one day of having it approved by the instructor.
- Leaving the patient's name or number on the copy films or on any materials that are removed from the department for the practice session or the in-service.
- Making a poor presentation at the in-service by being poorly organized, not able to respond adequately to questions, not presenting as you were instructed at the practice sessions, etc.

4) If a student can not present their article or case on the assigned day, then the presentation must be rescheduled for another day. Assignments in the fall semester may be rescheduled to the spring semester. However, if because of student error, it is too late in the spring semester to reschedule the assignment then the student will be required to do a make-up project or receive a grade of "F".

5) Refusal to present an article or a case will result in an automatic grade of "F" for the course.

ARTICLE/CASE APPROVAL:
The student must bring images from a patient case (with pertinent information but no patient ID) or two copies of the article to the instructor by one week before the practice session. The two copies of the article for presentation must be left with the instructor. Practice sessions will be set up at least a week before the presentation date but may be earlier.