

Policies & Procedures Handbook

Bachelor of Science in Radiologic Science (Medical Imaging)



SCHOOL OF MEDICINE

**Allied Health
Sciences**

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UNC-CH Code of Student Conduct

The Division of Radiologic Science faculty strongly adheres to the UNC-CH Code of Student Conduct. The full Code is published in [*The Instrument of Student Judicial Governance*](#).

Specifically related to academic affairs, Offenses under the Honor Code of the UNC-CH Code of Student Conduct states:

D. Individual Offenses

Expulsion or suspension, or lesser sanctions, may result from the commission of any of the following offenses:

- Academic cheating, including (but not limited to) unauthorized copying, collaboration, or use of notes or books on examinations, and plagiarism (defined as the intentional representation of another person's words, thoughts, or ideas as one's own). For academic cheating, suspension is the normal sanction for the initial offense unless the court determines that unusual mitigating circumstances justify a lesser sentence. In those instances probation is the only appropriate lesser sanction. Suspension is the minimum sanction for conviction in second and subsequent offenses of academic cheating.
- Furnishing of false information, with intent to deceive, to members of the University community who are acting in the exercise of their official duties.
- Forgery, falsification, or fraudulent misuse of University documents, records, or identification cards.

Any suspected violations of the Code of Student Conduct will be reported. The sanction against a student may also result in dismissal from the program. For example, if a grade of "F" is given in a course in which the student has committed cheating, the student will be dismissed from the program. Students should contact the Division Director regarding questions about the Division's support or enforcement of the UNC-CH Code of Student Conduct.

Policy on Non-Discrimination

The University of North Carolina at Chapel Hill is committed to equality of educational opportunity. The University does not discriminate in offering access to its educational programs and activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status. The Equal Opportunity and Compliance Office (137 E. Franklin Street, Suite 404, CB #9160, Chapel Hill, NC 27599-9160 or (919) 966-3576) has been designated to handle inquiries regarding the University's non-discrimination policies.

Program Complaints and JRCERT Compliance

Upon written notification of a complaint of non-compliance with JRCERT Standards OR a formal student complaint regarding program operations including clinical rotations, not covered under the Due Process policy, the Chair of the Department of Allied Health Sciences will convene a committee composed of faculty outside of the Division of Radiologic Science to investigate the allegation. The committee's findings will be presented to the Chair who will decide what, if any corrective actions should be taken. A report from the Chair to include the allegation, the findings, and the final resolution will be provided to the JRCERT in the event it is a JRCERT complaint and/or to any other appropriate administrators or

faculty or students. Students retain the ability to notify the JRCERT directly regarding any concerns about the program and compliance with JRCERT Standards.

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182

Phone: 312-704-5300
Fax: 312 -704-5304
Email: mail@jrcert.org
Website: www.jrcert.org

Guidelines for concern or complaint resolution:

When students have an issue or grievance to address, students may discuss the issue first with a Faculty or the Program Director who will advise them on how to handle the issue and/or direct the students to the appropriate University office and/or further explain to the students the existing procedures to address issues and concerns. The Program will assist students in activating the appropriate procedure to address the issue.

In the event that a student does not want to notify the Program about the issue, the student will, in writing, inform the Associate Chair for Student Affairs in the Department of Allied Health Sciences. The Associate Chair will review the information and determine if the issue is best addressed through existing Department and/or University procedures or if The Department of Allied Health Sciences Chair will need to convene a committee to review the issue. At the conclusion of the review the student will receive a written report on the findings and the actions recommended, if any.

Students can always initiate contact with any University office designated to handle concerns and complaints without going through the Department and Division processes first.

Student Grievance Policy: All divisions and programs in the Department of Allied Health Sciences abide by the UNC Chapel Hill policy on [Student Grievances](#).

Advising

Faculty and the Division Director are available for recruitment and pre-admission advising as necessary. The admission procedure for the program includes an extensive admission advising session. Enrolled students have an orientation advising session at the start of each semester.

Faculty and the Division Director are also available for individual student advising as needed. Each course director provides mid-semester feedback to the students, and the Division Director meets individually with each student to discuss his or her progress through the curriculum. A portion of the regularly scheduled faculty meetings is reserved for updates on individual student progress so all faculty can best advise students considering their total profile instead of their performance in only one course.

Each semester at approximately the midway point, students will receive written feedback on performance in each individual course and will have the opportunity to discuss their performance and/or concerns and issues related to the program with the Program Director.

Students are encouraged to seek assistance with academic performance through the services available on-campus such as The Learning Center, The Math Center, and The Writing Center. For more information or assistance with seeking additional assistance and/or support contact the Associate Chair for Student Services, Brenda Mitchell (919-966-9038).

Appeals

The Department of Allied Health Sciences (DAHS) Appeals Policies apply to students enrolled in the DAHS programs.

Appeal of a Course Grade

Grounds for Appeal

For an appeal of a course grade to be considered, it must be based on one or more of the following grounds and upon the allegation that the ground or grounds cited influenced the grade assignment to the student's detriment:

- mathematical or clerical error
- arbitrariness, possibly including discrimination based on race, gender, age, disability, religion, sexual orientation, or national origin of the student
- personal malice
- student conduct cognizable under [*The Instrument of Student Judicial Governance*](#)

Appeal to the Course Instructor

The first level of appeal of a course grade is to the course instructor. If the instructor detects an arithmetic or clerical error that negatively influenced the grade assignment, a grade change form should be executed reflecting the corrected grade. An instructor may not initiate a change of a course grade as a result of re-evaluating the quality of the student's performance or as a result of additional work performed by the student.

Appeal to the Division Director

If, after consultation with the instructor, a satisfactory resolution cannot be reached, the student may appeal the grade to the Division Director. The appeal must be in writing and a copy of the appeal must be provided to the instructor. The appeal must cite the evidence by which the student judges (a) that an impermissible element existed in the instructor's evaluation of the student's course work and (b) that it influenced the grade assignment to the detriment of the student. The burden of proof falls upon the student. Appeals must be submitted no later than 20 calendar days after the grade is officially posted.

If the course instructor is also the Director of the Division, the student must appeal directly to the Chair of the Department of Allied Health Sciences. Appeals must be submitted no later than 20 calendar days after the grade is officially posted.

Appeal to the Department Chair

In the event that the Division Director does not concur with the student's appeal, the student may pursue a formal appeal to the Chair of the Department of Allied Health Sciences. The appeal must be submitted in writing no later than 20 days after the student receives the Division Director's decision.

The DAHS Chair will refer the appeal to the DAHS Appeals Committee for review. The Appeals Committee will review the student's written appeal and will provide the instructor with the opportunity to reply to the charges as cited in writing by the student. The DAHS Appeals Committee will make a recommendation to the DAHS Chair. The DAHS Chair will make the final decision and inform the student in writing. The decision of the DAHS chair is final.

Appeal of a Dismissal Decision

If the Division Director, in consultation with the Division faculty and in accordance with Divisional policies, determines that a student's academic or professional behavior warrants dismissal, the student will be informed of this decision in writing. If a student wishes to appeal the dismissal decision, the student may appeal to the Chair of the Department of Allied Health Sciences. The appeal must be submitted in writing within 20 days of the date the student received the dismissal letter from the Division Director. The appeal must consist of a written, signed statement by the student, stating the specific grounds and all the supporting facts upon which he or she bases the appeal. The appeal must cite evidence that the dismissal was not in accordance with the Division's policies.

The Chair of the Department of Allied Health Sciences will refer the appeal to the DAHS Appeals Committee. The Appeals Committee will review the written appeal and may seek additional information as needed. The student may request a meeting with the Appeals Committee. The DAHS Appeals Committee will make a recommendation to the DAHS Chair. The DAHS Chair will make the final decision and inform the student in writing. Any further right of appeal will be established by University policies or procedures.

Student Grievance Policy: All divisions and programs in the Department of Allied Health Sciences abide by the UNC Chapel Hill policy on [Student Grievances](#).

Division Policies and Procedures Agreement

Students indicate acceptance of these policies and procedures by registration and enrollment in the program's professional courses.

The Division reserves the right to change these policies and procedures when, in the judgment of the faculty and Division Director, changes are in the best interests of the students and the program. Upon implementation, students will receive written notification of any addenda or changes to these policies and procedures.

Students who violate the program policies during class, lab, or clinical may be placed on program probation. The probation notification will specify the performance conditions required to remain in the program as related to the student's prior performance or behavior issues.

Computer and Internet

The use of University computers is limited to activities related to the curriculum. You may check email and conduct program related Internet searches either before or after class but not during a class or lab. No student should access email or the Internet during a clinical rotation.

Cell Phones and Electronic Devices

To decrease disruption and to demonstrate respect for fellow students, faculty, coworkers, and patients, all cell phones and electronic devices must be turned off during class, lab, and clinical activities. Students are not allowed to have cell phones or electronic devices in the clinical setting unless previous permission has been given by the clinical coordinator or division director.

Attendance

Students are responsible for all class, laboratory, or clinical work. They are also responsible for obtaining all information, class announcements, and handouts. There is no make-up for missed quizzes, labs, or tests without prior arrangements with the course director or a note from a physician.

Students are expected to attend all classes, labs, and clinical rotations according to published syllabi and semester calendars. For clinical courses, see the course syllabus regarding the policy on Clinical Absence Record Forms and make-up time. Other courses and laboratories require professional courtesy of informing the faculty member if you anticipate being late or absent. Students are responsible for all material covered in a missed class or laboratory.

It should not be assumed that a change in class, lab, or clinical schedule can be accommodated. Before making any plans related to a change in class, lab, or clinical schedule, please contact and receive written approval from the appropriate faculty member.

Class Participation

To maintain a productive and positive classroom and laboratory experience, the faculty will encourage focused participation in class or lab. When students arrive late, leave class, or are engaged in activities not related to the current learning activity, these behaviors can create a less than optimal learning situation and strain relationships between classmates and faculty. The faculty will provide attention to those students who are actively engaged in the learning activity. If a faculty member does not reprimand a student while in the class, this should not be misconstrued as acceptance of the student's behavior. Students who habitually demonstrate a non-participative behavior in the classroom or laboratory will be asked to meet with the instructor and the Division Director to discuss strategies for helping the student participate more productively.

General classroom/lab expectations:

1. Expected to arrive on time and prepared for class or lab
 2. Cell phones and pagers should be turned off during class or lab
 3. Maintain focus in class on the subject matter at hand
 4. Any laptop or PDA activity should be related to present class
 5. Refrain from extraneous conversation; if there is a question, ask the instructor
 6. Sleeping in class - may be asked to leave
-

Grades

Students are strongly encouraged to seek counseling from the Division Director, course director, or faculty on any problem that might interfere with or interrupt acceptable academic and clinical progress. All students may also take advantage of the academic counseling services offered through the University and the School of Medicine.

To be eligible for the Bachelor of Science Degree in Radiologic Science, students must satisfactorily pass all courses in the Radiologic Science curriculum with a minimum overall grade point average of 2.0. Students must also comply with the [University's Academic Eligibility Policy](#).

Students must receive a grade of "C-" or higher in all courses. Professional courses are those required for the Bachelor of Science Degree in Radiologic Science (RADI 440, 442, 461, 462, 463, 471, 472, 473,

574, 575, 583, 584, 585, 586, 593, 596, 597, 660, 674, 681, 686, and 694). Professional courses within the Radiologic Science curriculum may not be taken on a "Pass-Fail" basis.

If a student earns a grade below "C-" in a professional course, he or she is on academic probation and must retake the course. In most situations, the student will need to withdraw from the program and return the next year to retake the course. To remove the academic probation status, the student must achieve a minimum of "C-" grade in each professional course taken during the subsequent academic semester. Failure to accomplish a "C-" grade in each course during the subsequent semester will result in dismissal from the program. A grade of "F" in a professional course will result in dismissal from the program. Any student who earns two "D" grades in one semester or summer session will be dismissed from the program.

Promotion to the second year of the professional program is contingent upon successful completion of the first year curriculum, including satisfactory performance on the First Year Comprehensive Examination given at the end of RAD 575. Enrollment in the upper level Clinical Education Courses (RAD 583 and 584) require the student have achieved an 80% completion level for the required clinical competencies and required unassisted procedures.

Probation

A student who violates any program policy, guideline, clinical guideline or demonstrates inappropriate behavior contrary to the competent, compassionate, and respectful behavior expected of University of North Carolina students will be placed on program probation for duration of the semester. At the end of the probation semester, a faculty review of student behavior will be conducted. If the student has demonstrated satisfactory performance, the student will be returned to good standing for the subsequent semester.

While on probation any further violation can result in dismissal from the program. The student will be required to meet with the Faculty Performance Review Committee to discuss the violation. Unless extenuating circumstances exist, the decision will be dismissal.

Any action related to this policy is subject to the appeals process. Any student who feels unjustly dismissed from the program can follow the appeals process described in the Program Policies and Procedures.

Dismissal from the Program

In addition to academic ineligibility to complete this program, a student may be dismissed for inappropriate professional attitudes and actions, as described in the Radiologic Technology Code of Ethics from the American Registry of Radiologic Technologists and the Practice Standards established by the profession. These standards are important professional standards for students preparing to deliver a high standard of health care and service. (www.arrt.org and www.asrt.org)

A student may be judged unacceptable for continuation in the Division of Radiologic Science when a lack of professionalism has been displayed with respect to patients, other students, faculty, or clinical staff.

The Division reserves the right to dismiss a student from the program when the student does not, in its judgment, demonstrate sufficient promise to justify continuation of study in the Radiologic Science curriculum regardless of grades.

Readmission

Any student who withdraws from the program and UNC-CH may be readmitted according to the University readmission policies (refer to the Undergraduate Admissions section of the [UNC Academic Catalog](#) for specific information). A student readmitted to the program must seek counseling from the Division Director and faculty to insure the student's readiness to re-enter the program.

Illegal Drugs

Students, faculty members, administrators, and other employees of UNC-CH are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Article 5 of Chapter 90 of the North Carolina General Statutes.

Any member of the University community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by UNC-CH. Disciplinary proceedings against a student, faculty member, administrator, or other employee will be initiated when the alleged conduct is deemed to affect the interests of the University.

Penalties will be imposed for violation of the policies of UNC Chapel Hill only in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators and other employees. The penalties that may be imposed range from written warnings with probationary status to expulsions from enrollment and discharges from employment.

Every student, faculty member, administrator, and other employee of the University is responsible for being familiar with and complying with the terms of the policy on illegal drugs adopted by the Board of Trustees. Copies of the full text of that policy are available from the Office of the Assistant to the Chancellor.

Criminal Background Checks & Drug Screening

Our clinical affiliates require that we conduct criminal background checks and drug panel screening on all students who will be providing patient care in their facilities. Since the clinical rotations are required for this program and the program requires a variety of clinical experiences, students should be aware of the following possibility. If the information received on a criminal background check or drug screening leads to a student not being permitted to rotate through a required clinical rotation, the student will not be able to complete the requirements of the program and therefore will not be allowed to continue in the program. Students who feel they may have an issue with the criminal background check situation are encouraged to investigate the potential for program difficulties prior to beginning the program. The Division Director will hold any conversations regarding criminal background checks and program participation as confidential.

Pregnancy Policy

Policy Regarding the Pregnant Student

The Nuclear Regulatory Commission's (NRC) regulations (in 10 CFR 19.12, "Instructions to Workers") require that licensees instruct individuals working with licensed radioactive materials in radiation protection as appropriate for the situation. 10 CFR 20.1208, "Dose to an Embryo/Fetus," requires licensees to "ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv)." Section 20.1208 also requires licensees to "make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman." A declared pregnant woman is defined in 10 CFR 20.1003 as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception.

As discussed in NRC Regulatory Guide 8.29, exposure to any level of radiation is assumed to carry with it a certain amount of risk. In the absence of scientific certainty regarding the relationship between low dose exposure and health effects, and as a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of these effects increases as the dose increases. At the occupational dose limit for the whole body of 5 rem (50 mSv) per year, the risk is believed to be very low.

The magnitude of risk of childhood cancer following in utero exposure is uncertain in that both negative and positive studies have been reported. The data from these studies "are consistent with a lifetime cancer risk resulting from exposure during gestation which is two to three times that for the adult" (NCRP Report No. 116, Ref. 2). There is also some risk of congenital malformations if the exposure to the embryo occurs during the period (first trimester) of major organogenesis. The NRC has reviewed the available scientific literature and has concluded that the 0.5 rem (5 mSv) limit specified in 10 CFR 20.1208 provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers associated with radiation exposure during pregnancy. This dose limit is also below the threshold generally associated with congenital malformations.

For a pregnant worker to take advantage of the lower exposure limit and dose monitoring provisions specified in 10 CFR Part 20, the worker must declare her pregnancy in writing to the licensee. The regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to take advantage of lower dose limits for the embryo/fetus. A separate written declaration should be submitted for each pregnancy.

Division of Radiologic Science Pregnancy Policy

Any student who becomes pregnant during this program must come to the Program Director and declare herself pregnant in writing before the program can consider her pregnant and provide the appropriate steps to reduce the radiation risk to the embryo/fetus. If the student chooses not to declare her pregnancy, she is putting the embryo/fetus at risk and the Program and the Radiation Safety Office will be unable to provide the appropriate steps to protect the embryo/fetus.

When the student declares her pregnancy, the UNC Radiation Safety Office will be notified so the student may be counseled by the Radiation Safety Officer and enrolled in the appropriate monitoring procedure. Each student should receive a copy of the UNC Pregnant Radiation Worker Procedure

during fall semester orientation. If a student does not have a copy, she should notify the Program Director so a copy can be provided.

A student can voluntarily withdraw her disclosure of pregnancy in writing at any time. The program does not modify a student's educational experience unless required by governing bodies for compliance with radiation exposure limits.

Click on the following link for more information: [Pregnancy Dose Monitoring Policy](#)

Health Status Changes

In the case of serious illness or injury, permission to continue in the program is contingent on: a) a written statement from a qualified physician confirming the student's ability to continue clinical and didactic studies (such a statement may be required as often as may be deemed appropriate and reasonable by the Division Director) and b) the judgment of the Clinical Coordinator that the student can carry out the assigned clinical education responsibilities without hazard to patients, self, or others.

For students to maintain their own health, it is necessary to have adequate health insurance coverage. Expenses related to injuries related to clinical activities performed at the University of North Carolina Hospitals or at other clinical affiliates may not be covered by the student health fee. UNC-CH offers arrangements for group health insurance coverage including major medical benefits to enrolled single and married students, their spouses and children. This plan has been specially tailored to the needs of the student population and to coordinate with UNC Campus Health in ways that are generally not true of other insurance plans.

Students are required, as a condition of matriculation, to purchase this or comparable coverage by the beginning of the fall semester. If a student chooses NOT to purchase this particular plan, proof of comparable coverage must be provided at the time of matriculation. A copy of the insurance policy certificate page showing that the student is covered and indicating inclusive dates of coverage is required in lieu of purchase of the University sponsored plan. The student should provide documentation of appropriate coverage by the start of each fall semester.

Students working in radiologic science must comply with regulations and guidelines to prevent exposure to body fluids and potentially infectious materials. The Division follows the infection control policies of our clinical affiliates and those specified by the UNC School of Medicine and UNC Campus Health. If a student is exposed to blood or body fluids or to an infectious disease, he or she must report immediately to UNC Campus Health and report the exposure to the Clinical Coordinator or Division Director. Each case will be investigated and appropriate steps will be followed within the guidelines at the assigned clinical location and UNC Campus Health. Additional guidelines regarding procedures for handling exposure to bloodborne pathogens will be distributed as it becomes available. Expenses incurred as a result of exposure are the responsibility of the student.

All students must submit immunization records to UNC Campus Health and the Division office by the start of summer session 1 of the first year. Additional vaccinations and/or immunity tests may be required at other times. Failure to complete proper immunization or testing will result in suspension of the student from clinical activities until compliance is met.

Student Safety

The program emphasizes student safety and encourages students to take advantage of programs and services developed to provide the University community with up-to-date information about safety measures, support services, and education regarding sexual assault and other crimes.

The program discourages students from being alone at any time, but especially after dark, whether working in isolated areas or going to or from class, clinical, or lab. For safety reasons, students must schedule with program faculty if the imaging, processing, or digital workstation equipment are going to be used. NO students are allowed to use any such equipment unless a faculty member is on-site.

Several University agencies and student groups work together to meet the needs of the campus and have formed a comprehensive approach to dealing with the issues of personal safety. Campus security issues are coordinated by the Campus Security Committee, which publishes on behalf of the Chancellor the University's Annual Security Report. Copies of the report are available on campus. Copies of the report are mailed or delivered to all current students near the beginning of the fall semester each year. Prospective students may request a copy from the Admissions Office.

For information on University regulations on the use of firearms and other weapons on campus, please refer to the University Policies section of the [UNC Academic Catalog](#).

The University Response Plan for Sexual Assault Victims provides support and consistent response to victims of sexual assault. The plan gives medical, counseling, law enforcement, academic assistance, and housing options to victims.

P2P Express (Point-to-Point Express) offers free, regularly scheduled transportation to all students along a fixed campus route, including the RR off-campus lot. The Express operates seven days a week during the spring, summer, and fall academic semesters, from 7:00 pm until 4:00 am. After-Dark P2P provides transportation for students not served by the P2P Express route. Service is to and from any campus building that is "open." It also provides transportation to and from specific off-campus locations. Students must call 919-962-7867 (P2P Dispatch) to arrange this service. See the [Point-to-Point Shuttle website](#) and the [UNC Transportation & Parking website](#) for additional transportation information.

University's [Facility Services](#), with significant support from the Campus Security Committee and Student Government, regularly checks lighting and other security concerns on campus.

The Office of the Dean of Students, in cooperation with student organizations and local community agencies like the [Orange County Rape Crisis Center](#), provides training and education to students on issues such as date rape, sexual harassment, and personal security. University Police also offer educational and informational programs, while regularly publishing campus crime statistics.

National Certification Examination

Students who successfully complete the Radiologic Science curriculum may be eligible to take the national certification examination offered by the [American Registry of Radiologic Technologists](#) (ARRT). Successful completion of this program does not guarantee the student is eligible to take this examination. The ARRT reviews the applications and determines eligibility for the examination. In particular, a past criminal record may prohibit eligibility. Questions regarding eligibility should be directed to the ARRT office (Tel: 651-687-0048).

Release of Student Records

Students must sign a consent form to release their student records if they want faculty to provide verbal or written recommendations. Faculty may refer to the student records to make recommendations. All student records are released under the federal guidelines of the FERPA (Family Educational Rights and Privacy Act). FERPA is described in detail in the University Policies section of the [UNC Academic Catalog](#).

Clinical Education Mission

Clinical experiences provide a unique structured and supervised opportunity to interact with real patients in a variety of medical imaging settings. The clinical rotations are planned to complement didactic and laboratory preparation. The special circumstance of working in a real clinical environment alongside qualified professionals warrants specific policies and procedures for clinical courses.

Students are limited to no more than 40 contact hours with the program during any week unless the student voluntarily arranges or schedules additional contact time. Contact hours are defined as class and lab time and scheduled clinical hours.

Clinical Supervision & Procedures

Terms and policies regarding supervision and assisted/unassisted procedures are described in each clinical course syllabus. Throughout the program, all student radiographs (regardless of level of supervision or assistance) must be approved by registered clinical staff. Image requisitions must include both the student's and the clinical staff's initials. Commonly used terms and policies in the clinical courses include:

Direct Supervision

A clinical staff member must be in the room while the examination or procedure is being performed and check the radiographs or procedure for quality and completion. A student must be directly supervised on any radiographic exam that he or she has not completed as a competency (both procedure evaluation score and a score of 80% or above on the image critique). All repeat radiographic exposures require direct supervision. All pediatric, OR, trauma, mobile, and combative patient procedures must be performed under direct supervision.

Indirect Supervision

A clinical staff member must be in the area and available for assistance if the student needs help; also, the clinical staff member must check the radiographs for quality and completion. A student may be indirectly supervised on any radiographic examination that he or she has completed as a competency (both procedure evaluation score and a score of 80% or above on the image critique).

Assisted Procedures

An assisted procedure is one that involves input from both the clinical staff and the student. These exams may occur under direct or indirect supervision.

Unassisted Procedures

An unassisted procedure is one in which only the student is involved in the care of the patient and the completion of the examination including both exposure factors and positioning. These exams may occur under direct or indirect supervision.

Professional Liability Insurance

Students enrolled in the Division of Radiologic Science are covered by the UNC-CH School of Medicine Professional Liability Fund. Students are financially liable for damage to patient property not covered by the Liability Fund. Students desiring more information on this policy may contact the Division Director. This policy only covers students fulfilling clinical assignments for the program and does NOT cover students during work for pay. This liability insurance is not insurance covering injury to the student.

Clinical Attendance

Students have the responsibility to report to assigned clinical areas as scheduled and on time. When in doubt about anything regarding a clinical rotation, contact the Clinical Coordinator (919-843-4470) or the Division Director (office 919-966-5147). Clinical attendance is required with no excused absences. All missed clinical time, regardless of reason, must be made up in the area where time was missed or in an alternate area as designated by the Clinical Coordinator.

Students who are going to be late or who are too ill to report to or remain in an assigned clinical area or rotation, must adhere to the following call-in procedure whether it is during the weekday, evening, or weekends.

Prior to the start of the assigned clinical time:

1. Speak directly to the Clinical Coordinator (919-843-4470) or the Program Director (919-966-5147 or 919-357-4586).
2. Contact the clinical area supervisor, shift supervisor, or clinical staff in charge.

In the case of any absence due to illness, the Division recommends the student visit UNC Campus Health or other health care facility. For any extended leave from Clinical Education because of an illness or injury, a grade of "Incomplete" will be awarded if all requirements cannot be met prior to the end of the grading period. A student has eight weeks into the next semester to remove the Incomplete grade (refer to the [UNC Academic Catalog](#) for specific requirements).

In the event of inclement weather, the student is expected to report as usual to the assigned clinical area unless UNC-CH is officially closed. Students have to determine for themselves if they can reach the clinical site safely. Any clinical time missed due to inclement weather must be made up.

Falsification of any clinical records, whether attendance or performance-related, will constitute a UNC-CH Honor Code violation and/or be subject to program policies regarding probation or dismissal.

Professionalism

Students will always respect patient confidentiality in regard to all patients' diagnoses, treatment, and records at all times. Students will follow all institution guidelines related to patient information and each institution's HIPAA compliance policies and procedures. A violation of HIPPA policies will result in dismissal from the program.

As described earlier in the program policies and procedures, in addition to academic ineligibility to complete this program, a student may be dismissed for inappropriate unprofessional attitudes and actions, as described in the Radiologic Technology Code of Ethics from the American Registry of Radiologic Technologists and the Practice Standards established by the profession.

A student may be judged unacceptable for continuation in the Radiologic Science program when he or she has displayed a lack of professionalism with respect to patients, other students, faculty, or clinical staff. The Division reserves the right to dismiss a student from the program when the student does not, in its judgment, demonstrate sufficient promise to justify continuation of study in the Radiologic Science curriculum regardless of grades.

Professional Appearance

While in clinical areas, students represent the UNC-CH Division of Radiologic Science and should do so with dignity and in accordance with accepted professional dress codes. The uniform dress code is in effect whenever a student is fulfilling a clinical assignment. If the student is not dressed appropriately, he or she will be dismissed from the clinical area until the student is back in compliance with the dress codes. Missed clinical time will be made up at the discretion of the Clinical Coordinator.

Professional Dress Code

Each student must have a lab coat to be worn in the clinical area when not in uniform (ex. outside of assigned clinical rotation hours.) No student is to be in any patient contact area unless in uniform or neatly dressed with a lab coat.

Uniform Dress Code

- Scrub clothes approved by the division
- White lab coat may be worn (No sweatshirts, hoodies or pullover sweaters)
- White shoes (no sandals or athletic shoes with color)
- White socks or hose

Identification

UNC Radiologic Science patches are required on lab coats 2 inches below the left shoulder seam. Identification patches, ID badges, radiation monitors, and lead markers are provided once by the Division. Replacement of these items is at the expense of the student. Proper identification is required at all times while in the clinical setting.

Jewelry/Other

For the safety of the students and patients, jewelry should be kept to a minimum. A wristwatch with second hand is recommended. Piercings and tattoos are discouraged as they are often prohibited by clinical sites. The Program will adhere to the guidelines posted by the clinical site. A student will be notified if he/she must remove visible piercings or cover a tattoo. Acrylic nails are not permitted in the clinical site. The clinical sites have determined they are not safe for the patient or the individual because of the opportunity for infection and for patient skin damage.

Personnel Radiation Monitoring

Radiation safety is a high priority for the Program and the University. Your orientation with a Radiation Safety Officer when you started the program informed you of the reasons for personnel monitoring and the policies and procedures followed here at UNC. The linked document below provides you with the specific policies regarding your monitoring including how you will be notified and advised should you have a radiation dose during a monitored period that exceeds established threshold doses. If you have any questions, please notify the Division Director or the UNC Radiation Safety Office.

Students have the responsibility to exchange radiation monitors on a quarterly basis. Students have three days after notification to change monitors in the Division office. Failure to properly exchange monitors will result in suspension of the student from clinical activities until he or she is in compliance.

[Additional Radiation Monitoring Information](#)

CPR Certification

All students must acquire BLS/CPR health care provider certification. The only approved course is the American Heart Association Basic Life Support Provider course.

Accidents/Injuries During Clinical Assignments

If an incident involves injury directly to the student, the student must report to UNC Campus Health or the local medical facility for medical treatment and formal release by medical personnel. A copy of the release must be placed in the student's file in the Division office. All accidents or injuries involving a student in a clinical setting must be reported as soon as possible to the Clinical Coordinator. The supervising clinical staff in the clinical area should complete an incident report and state that the student was sent to UNC Campus Health for evaluation.

If the incident involves the student and a patient, a formal incident report from the clinical site must be completed by the supervising clinical staff and a copy must be submitted to the Division Director.

Serious Illness/Injury

In the case of serious illness or injury, permission to continue in the program is contingent on: a) a written statement from a qualified physician confirming the student's ability to continue clinical and didactic studies (such a statement may be required as often as may be deemed appropriate and

reasonable by the Division Director) and b) the judgment of the Clinical Coordinator that the student can carry out his assigned clinical education responsibilities without hazard to patients, self, or others.

As stated in the program policies and procedures, a student whose physical health or mental well-being changes significantly (including pregnancy) should report this change to the Division Director.

Exposure to Body Fluids/Infectious Materials

Students working in radiologic science must comply with regulations and guidelines to prevent exposure to body fluids and potentially infected materials. The Division follows the infection control training/policies of our clinical affiliates and those specified by the UNC School of Medicine and UNC Campus Health. If a student is exposed to blood or body fluids or to an infectious disease, he or she must call campus health at (919) 966-6573 and report the exposure to the Clinical Coordinator or Division Director. Campus Health Services offers care to UNC students who may have had a blood borne pathogen exposure. This service is available seven days a week, 24 hours hours a day. When Campus Health Services is closed, the physician on call can be contacted through HealthLink, a nurse advice service affiliated with UNC Health Care. Each case will be investigated and appropriate steps will be followed within the guidelines at the assigned clinical location and UNC Campus Health. Additional guidelines regarding procedures for handling exposure to bloodborne pathogens will be distributed as it becomes available. Expenses incurred as a result of exposure are the responsibility of the student.

Medical Expenses/Insurance

For students to maintain their own health, it is necessary that they have adequate health insurance coverage. Students should be aware that the UNC Health Care system or any other clinical affiliate may not be covered by the student health fee. Students are responsible for the expenses associated with injuries or illnesses while at the clinical sites. Each fall semester students must show proof of health/accident insurance. Clinical sites will provide emergency care but neither the clinical site nor the University are responsible for the expenses associated with that care.

Employment Situations

Any student employed while he or she is still enrolled in this program may not receive payment for his/her clinical time. Paid time can NOT count as clinical time. Any procedures completed when being paid may NOT count toward the student's clinical requirements. The student liability insurance is NOT valid when working as an employee, so students who choose to work are advised to carry independent professional liability insurance.