

# Policies & Procedures Handbook

*(August 2022, Version 1.2)*

## Masters in Radiologic Science Radiologist Assistant Program



---

SCHOOL OF MEDICINE  
Health Sciences

## Table of Contents

|   |    |
|---|----|
| UNC-CH Code of Student Conduct .....              | 4  |
| Policy on Non-Discrimination .....                | 4  |
| Program Concerns .....                            | 4  |
| Advising .....                                    | 5  |
| Grade Appeals .....                               | 5  |
| Division Policies and Procedures Agreement .....  | 5  |
| Computer and Internet .....                       | 6  |
| Cell Phones and Electronic Devices .....          | 6  |
| Attendance .....                                  | 6  |
| Class Participation .....                         | 6  |
| Grades and Graduation .....                       | 7  |
| Probation .....                                   | 7  |
| Dismissal from the Program .....                  | 8  |
| Readmission .....                                 | 8  |
| National Certification Examination .....          | 8  |
| Release of Student Records .....                  | 8  |
| Health Insurance/Medical Expenses .....           | 8  |
| Professional Liability Insurance .....            | 9  |
| ACLS Certification .....                          | 9  |
| Immunizations .....                               | 9  |
| Criminal Background Checks & Drug Screening ..... | 9  |
| Pregnancy Policy .....                            | 9  |
| Health Status Change .....                        | 10 |
| Student Safety .....                              | 10 |
| Clinical Education Mission .....                  | 11 |
| Clinical Attendance .....                         | 11 |
| Professionalism .....                             | 11 |
| Professional Appearance .....                     | 12 |
| Professional Dress Code .....                     | 12 |
| Personnel Radiation Monitoring .....              | 12 |

|  |    |
|--|----|
| Blood Borne Pathogen & Infectious Disease Exposure ..... | 12 |
| Accidents/Injuries During Clinical Assignments .....     | 13 |
| Employment Situations .....                              | 13 |

## 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:

**Academic Dishonesty.** It shall be the responsibility of every student enrolled at the University of North Carolina to support the principles of academic integrity and to refrain from all forms of academic dishonesty including, but not limited to, the following:

1. Plagiarism
2. Falsification, fabrication, or misrepresentation of data and information
3. Unauthorized assistance or unauthorized collaboration
4. Cheating
5. Violating procedures pertaining to the academic process
6. Deliberately furnishing false information
7. Forging, falsifying, or misusing University documents
8. Violating other University policies relative to academic work
9. Assisting or aiding another to engage in acts of academic dishonesty

(Note: Refer to pages 5 & 6 of [The Instrument of Student Judicial Governance](#) for the complete description of these violations regarding Academic Dishonesty)

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. For more information, please visit: [Office of Student Conduct](#)

---

## Policy on Non-Discrimination

The University is an equal opportunity, affirmative action employer and welcomes all to apply without regard to age, color, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, or sexual orientation. We also encourage protected veterans and individuals with disabilities to apply/enroll. The Equal Opportunity and Compliance Office (214 W. Cameron Ave., CB #9160, Chapel Hill, NC 27599-9160 or (919) 966-3576) has been designated to handle inquiries regarding the University's non-discrimination policies. For the full policy, please visit: [Equal Opportunity and Compliance Office](#)

---

## Program Concerns

*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 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 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 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 orientation advising session at the start of cohort.

Faculty and the Division Director are also available for individual student advising as needed. The Division Director handles advising related to adherence to policies, employment, and post-graduation planning. The Clinical Coordinator provides advice on matters related to the clinical preceptorships.

---

### **Grade Appeals**

The Department of Health Sciences (DAHS) Grade Appeals Policy applies to students enrolled in the DAHS programs. For more information, please visit: [DHS Grade Appeal Policy](#)

#### **Enrollment in DAHS Courses During an Appeal Process**

During a grade appeal process, the student's division or program will determine whether or not the student may enroll in further DAHS classes based on all of the facts and circumstances. Factors that could be considered include prerequisite knowledge for the course(s) in which the student wishes to enroll and the student's overall performance in the program. This decision may be made in consultation with the Graduate School, the Equal Opportunity and Compliance Office, Accessibility Resources and Service, or other University offices depending on the grounds for the appeal.

All divisions and programs in the Department of 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 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 unless needed for actions related to patient care.

---

### **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 silenced during class and lab activities. Students are allowed to have cell phones or electronic devices in the clinical setting as required for clinical practice, patient flow, patient information, and applicable applications (such as drug index apps). Cell phones should not be answered during patient care.

---

### **Attendance**

Students are responsible for all class, laboratory, and 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 absences 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.

All students are required to attend and participate in RA Intensives that occur six times per year.

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.

General classroom/lab expectations:

1. Arrive on time and be prepared for class and lab
2. Silence cell phones and other electronic devices during class and lab
3. Maintain focus in class on the subject matter at hand
4. Refrain from extraneous conversation; if there is a question, ask the instructor

---

## Grades and Graduation

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 Masters in Radiologic Science Degree, students must satisfactorily pass all courses in the Radiologic Science curriculum with a minimum grade of "P".

Students must receive a grade of "P" or higher in all courses. Professional courses are those required for the Masters in Radiologic Science (RADI 710, 711, 712, 713, 714, 721, 722, 742, 732, 741, 743, 755, 752, 753, 751, 762, 731, 772, 761, 771, 781).

|                    |          |         |         |            |
|--------------------|----------|---------|---------|------------|
| <b>Grade Scale</b> | H 100-92 | P 91-74 | L 73-70 | F below 70 |
|--------------------|----------|---------|---------|------------|

If a student earns a grade below "P" grade in a professional course, the student will be placed 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 "P" grade in each professional course taken during the subsequent academic semester. Failure to accomplish a "P" 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 "LP" grades in one semester or summer session will be dismissed from the program.

---

## 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 processes described in the following DAHS policies: [Appeal of a Dismissal Decision Based on Professional Behavior](#) and the [DHS Grade Appeal Policy](#).

## **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 [ARRT Standards of Ethics](#) and the [ASRT Practice Standards](#). These professional standards are important for students preparing to deliver a high standard of health care and service.

A student may be judged unacceptable for continuation in the Radiologic Science Program 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 Program, 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 [Return to Carolina](#) section of Undergraduate Admissions in the UNC Academic Catalog for specific information). A student readmitted to the program must seek counseling from the Division Director and faculty to ensure readiness to re-enter the program.

---

## **National Certification Examination**

Students who successfully complete the MRS program 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 (Phone: 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.

---

## **Health Insurance/Medical Expenses**

For students to maintain their own health, it is necessary that they have adequate health insurance coverage. 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. The clinical site and the University are not responsible for the expenses associated with that care.

---

## **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.

---

## **ACLS Certification**

All students must acquire ACLS certification through the Red Cross or the American Heart Association prior to participating in any invasive procedures and must have the certification by the end of the first year in the program.

---

## **Immunizations**

All students must submit immunization records to UNC Campus Health and the Division office by the start of the program in compliance with their clinical preceptorship/facilities requirements. Additional vaccinations and/or immunity tests may be required by clinical facilities or the University at other times in the interest of the students, patients, or public safety. Failure to complete proper immunization or testing will result in suspension of the student from clinical activities until compliance is met. For more information regarding immunizations, please visit: [Health Science Students-Immunizations](#).

---

## **Criminal Background Checks & Drug Screening**

The Division of Radiologic Science adheres to the Department of Health Sciences Criminal Background Checks & Drug Screening Policy ([DHS Professional Behavior, Criminal Background Check, and Drug Testing Policy](#)) and the policies of recognized clinical sites.

Our clinical affiliates require criminal background checks and drug screening on all students who will be providing patient care in their facilities. Since 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 results in a student being denied 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 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**

According to the Nuclear Regulatory Commission (NRC), a “declared pregnant woman means a woman who has voluntarily informed the licensee, in writing, of her pregnancy and the estimated date of conception. The declaration remains in effect until the declared pregnant woman withdraws the declaration in writing or is no longer pregnant.” ([10 CFR Part 20.1003](#))

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 according to the UNC Health Care policy on [pregnancy dose monitoring](#).

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.

Each student should receive a copy of the UNC Pregnant Radiation Worker Procedure at the initial orientation session. If a student does not have a copy, she should notify the Program Director so a copy can be provided.

---

### **Health Status Change**

In the case of serious illness or injury, permission to continue in the program is contingent on: 1) 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, 2) the judgment of the Clinical Coordinator that the student can carry out the assigned clinical education responsibilities without hazard to patients, self, or others.

A student whose physical health or mental well-being changes significantly should report this change to the Division Director. Students are encouraged to report a change in pregnancy status as explained in the above [Pregnancy Policy](#).

---

### **Student Safety**

The Division 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, policies, and resources.

For information pertaining to the following safety topics, please visit the corresponding links:

- [Carolina Ready](#) (Campus safety information and resources)
- [Transit Safety](#) (information, resources & programs for getting around campus safely)
- [UNC Police](#) (online resources, security & fire safety reports, self-defense classes)
- [Fireworks, Firearms, & Other Weapons](#) (UNC-CH Policy)
- [Alcoholic Beverages](#) (UNC-CH Policy)
- [Illegal Drugs](#) (UNC-CH Policy)
- [Prohibited Discrimination, Harassment and Related Misconduct Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence and Stalking](#) (UNC-CH Policy & resources)
- [X-Ray Equipment Operation](#) (UNC Health Care Policy)

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. In addition, for safety reasons, students are not permitted to use the imaging equipment in the lab without the presence of a qualified faculty member.

---

### **Clinical Education Mission**

Clinical experiences provide a unique structured and supervised opportunity to interact with 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 clinical environment alongside qualified professionals warrants specific policies and procedures for clinical courses.

---

### **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 (cell 919-949-8499) or the Division Director (office 919-966-5147; cell 919-357-4586). All missed clinical time, regardless of reason, must be made up 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.

***For changes in clinical rotation schedule notify:***

1. Clinical Coordinator (919-949-8499) or the Program Director (919-966-5147 or 919-357-4586).
2. Contact the clinical area supervisor and the clinical preceptor.

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 maintain 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 HIPAA 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 professional attitudes and actions, as described in the [ARRT Standards of Ethics](#) and the [ASRT Practice Standards](#). These professional standards are important for students preparing to deliver a high standard of health care and service.

A student may be judged unacceptable for continuation in the Radiologic Science Program 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 Program, 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. Students wear business casual attire with a lab coat whenever fulfilling a clinical assignment.

---

## **Professional Dress Code**

Students wear business casual attire with a lab coat whenever fulfilling a clinical assignment.

### **Identification**

ID badges for UNC and facility (as designated by the facility) and radiation monitors must be worn any time in the clinical area. Patients should be able to readily see and read the ID badge.

### **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. 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. The student may elect to be monitored by UNC with our badge monitoring system or follow the policy of the clinical site so that students do not have redundant parallel badges when both an employee and a student.

[Additional Radiation Monitoring Information](#)

---

## **Blood Borne Pathogen & Infectious Disease Exposure**

Students will follow all requirements for disease spread prevention as prescribed by the program, the University, and our clinical affiliates. These requirements will include precautions such as required PPE and prevention such as vaccinations. Testing protocols may be in place to further support decreasing community spread.

Students working in radiologic science must comply with regulations and guidelines to prevent exposure to blood and body fluids and potentially infectious materials. The Division follows the infection control policies of our clinical affiliates and those specified by UNC School of Medicine and UNC Campus Health.

Any exposure to blood or body fluids or to an infectious disease must be reported immediately to the Clinical Coordinator or Division Director. Refer to the UNC Campus Health protocol regarding [Blood Borne Pathogens](#) for additional information regarding steps to take if exposure to blood or body fluids occurs on-campus. Students need to review and know the steps to take at the clinical preceptorship if exposure occurs.

Each case will be investigated and appropriate steps will be followed within the guidelines of the assigned clinical location and UNC Campus Health. Expenses incurred as a result of exposure are the responsibility of the student.

In the case where a student may have been exposed to a communicable disease or traveled from locations with public health travel restrictions prior to or during their clinical rotations, students will follow current public health and CDC guidelines to include required isolation, quarantine, and testing. The program will provide travel updates as released from the University or clinical affiliates based on public health and infectious disease input.

Students who have been exposed to a communicable disease will be allowed back to campus and/or their clinical site(s) only after following return guidelines established by both UNC Campus Health and the respective hospital/clinical site(s).

Students must notify their clinical site within 24 hours regarding confirmed and potential exposure risks to both the clinical site and surrounding geographic location(s). Notifications will include the UNC RA Program Division Director and Clinical Coordinator. At the clinical site, the department contact will be notified as well as any other applicable department per hospital requirements.

---

### **Accidents/Injuries During Clinical Assignments**

If an incident involves injury directly to the student, the student must report to the local medical facility for medical treatment and formal release by medical personnel. A copy of the release must be sent to the Clinical Coordinator. 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 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 notify the Division Director.

Additionally, refer to the above policy sections regarding [Health Status Change](#) and [Blood Borne Pathogen & Infectious Disease Exposure](#).

---

### **Employment Situations**

Any student employed while enrolled in this program may not receive payment for clinical time unless the arrangement has been cleared by the Program Director. 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. Students wear business casual attire with lab coat and student ID badge designation when functioning as a student and wear the hospital required dress code when functioning as an employee.