

# Policies & Procedures Handbook

*(August 2022, Version 1.0)*

## Certificate in Radiography



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SCHOOL OF MEDICINE

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:

**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](#)

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## 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](#)

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## Accessibility Resources & Services

The University of North Carolina at Chapel Hill facilitates the implementation of reasonable accommodations, including resources and services, for students with disabilities, including mental health disorders, chronic medical conditions, a temporary disability or pregnancy complications resulting in barriers to fully accessing University courses, programs and activities.

Accommodations are determined through the Office of Accessibility Resources and Service (ARS) for individuals with documented qualifying disabilities in accordance with applicable state and federal laws. See the ARS Website for contact information: <https://ars.unc.edu> or email [ars@unc.edu](mailto:ars@unc.edu).

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## **Advising**

Faculty, Program Director, 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, Program Director, 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 their 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, Dr. Brenda Mitchell (919-966-9038).

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## **Grade Appeals and Grievances**

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

### **Enrollment in DHS 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 DHS 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 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](#).

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## **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.

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## **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.

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## **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.

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## **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 have a [University Approved Absence](#).

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.

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.

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## **Occurrence Policy**

The program expectation is for students to attend all classes, labs, and clinical rotations and be on time. (Note: Also see the Occurrence Policy in the clinical section of this handbook)

Occurrences include any tardy, absence, or policy violation. This occurrence policy allows for situations beyond the student's control (i.e., illness, traffic, crisis). Any student who exceeds the allowed number of occurrences within a semester will be dismissed from the program. Summer Sessions I and II are considered one semester.

**Class and Lab** – Each semester the student is allowed three occurrences in classes and labs. An occurrence is arriving late, leaving early, being absent, or not following program or course policy. If a student has a note from their physician regarding arriving late or leaving early because of a doctor/dentist appointment, this will not count as an occurrence.

Example:

- Student A comes to class on Monday morning but decides to take a long lunch and does not come back for class or labs in the afternoon. (1 occurrence)
- Later in the semester, Student A shows up for lab ten minutes late and is asked to leave. (1 occurrence)
- The last day of class, Student A decides to take a day off from clinic to stay home and start studying for finals. (1 occurrence)

This student missed information shared in class or labs during absences but is in compliance with program policy.

Students are expected to attend all classes and labs according to published syllabi and semester calendars. 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 or lab schedule can be accommodated. Before making any plans related to a change in class or lab schedule, please contact and receive written approval from the appropriate faculty member.

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### **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 other electronic devices should be turned off during class or lab
3. Maintain focus in class on the subject matter at hand
4. Any laptop 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

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### **Grades and Graduation**

Students are strongly encouraged to seek counseling from the Division Director, program 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 Certificate in Radiography in the Division of Radiologic Science, students must satisfactorily pass all courses in the 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 professional program courses. Professional courses within the curriculum may not be taken on a "Pass-Fail" basis. All radiography courses follow the grade scale below and the specific grading plan is included in each course syllabus.

<b>Grade Scale</b>	B+ 91-89	C+ 82-80	D+ 73-72
A 100-95	B 88-86	C 79-77	D 71-70
A- 94-92	B- 85-83	C- 76-74	F below 70

If a student earns a grade below "C-" 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 "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 Knowledge Assessment Examination (KAE) given in May.

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### **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 DHS policies: [Appeal of a Dismissal Decision Based on Professional Behavior](#) and the [DHS Grade Appeal Policy](#).

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### **Dismissal from the Program**

In addition to academic ineligibility to complete the BS in Radiologic Science degree 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 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 Certificate in Radiography Program, regardless of grades.

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### **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, Program Director, and faculty to ensure readiness to re-enter the program.

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### **National Certification Examination**

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

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### **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.

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### **Health Insurance/Medical Expenses**

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.

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### **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.

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## **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.

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## **Immunizations**

All students must submit immunization records to UNC Campus Health and the Division office by the start of Summer Session One of the first professional year. At least two of the three Hepatitis B vaccinations must be completed by the start of fall semester (of first professional 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. For more information regarding immunizations, please visit: [Health Science Students-Immunizations](#).

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## **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](#)).

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.

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## **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.

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### **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](#).

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### **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)

When in the laboratory setting, students must wear their assigned personnel radiation dosimeter to monitor radiation dose during lab sessions. Students may not participate in a lab without the dosimeter. A student may leave and retrieve the radiation dosimeter and upon returning to lab, notify the instructor via email. When the instructor sees the email, the instructor will come to the lobby and let the student into the lab area to participate in the lab time remaining. Students may not come to the other lab section.

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 are not permitted to use the imaging equipment in the energized lab without the presence of a program faculty member.

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## **Clinical Education Mission & Obligations**

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 rotations occur at clinical sites in Orange and Durham Counties at well-established, accredited, teaching healthcare facilities. To ensure a well-rounded clinical experience, students will have limited rotations during evening and weekend hours. These experiences provide students with an introduction to those clinical environments for possible future employment decisions.

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## **Clinical Supervision & Procedures**

Terms and policies regarding supervision and assisted/unassisted procedures are described in each clinical course syllabus. Throughout the program, all student radiographic images (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 radiographic images or procedure for quality and completion. A student must be directly supervised on any radiographic exam that has not been 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 radiographic images for quality and completion. A student may only be indirectly supervised on a radiographic examination if it is one of the exams mentioned above, which must be performed under direct supervision and has been 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.

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## **Clinical Attendance**

Students have the responsibility to report to assigned clinical areas as scheduled and be on time. When in doubt about anything regarding a clinical rotation, contact the Clinical Coordinator or the Certificate Program Director or Division Director (see syllabus for contact information). 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 or the Certificate Program Director (see syllabus for contact information).
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 (IN)" 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 (IN) grade (refer to the UNC Academic Catalog for specific information regarding [Incomplete Grades](#)).

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.

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## **Occurrence Policy**

The program expectation is for students to attend all clinical rotations and be on time and stay in the assigned area for the assigned/scheduled time.

Occurrences include any tardy, absence, or policy violation. This occurrence policy allows for situations beyond the student's control (i.e., illness, traffic, crisis). Any student who exceeds the allowed number of occurrences within a semester will be dismissed from the program. Summer Sessions I and II are considered one semester.

Clinical – Each semester the student is allowed three occurrences in clinical. An occurrence is arriving late, leaving early, being absent, or not following program or course policy. If a student has a note from his/her physician regarding arriving late or leaving early because of a doctor/dentist appointment, this will not count as an occurrence. Any student who has zero occurrences in a semester will have eight hours deducted from the clinical make-up time at the end of the program.

Example:

- Student A is sick one day and calls the clinical site and the clinical coordinator to inform them about the absence. (1 occurrence)

- Later in the semester, Student A has a flat tire on the way to clinical and calls to let both the clinical site and the clinical coordinator know about arriving late. (1 occurrence)
- At the end of the semester, Student A needs to leave early one Friday to be in a friend's wedding and had approval from the clinical coordinator to leave early. (1 occurrence).

Total occurrences for Student A is 3. Student A is in compliance with program policy and has two days of clinical to make-up at the end of the program.

Students are expected to attend all 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.

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

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### **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 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 Certificate in Radiography 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 Certificate in Radiography Program, regardless of grades.

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### **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, the student will be dismissed from the clinical area until the student is back in compliance with the dress code. Missed clinical time will be made up at the discretion of the Clinical Coordinator.

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### **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 appropriately 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**

ID badges, radiation dosimeters, and lead markers are provided once by the Division. Replacement of these items is at the expense of the student. Proper identification and dosimeters are 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 removal of visible piercings or covering a tattoo is required. 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. Hair must be neatly pulled back and away from the face and away from the patient.

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### **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 dosimeters on a quarterly basis. Students have three days after notification to change dosimeters in the Division office. Failure to properly exchange dosimeters will result in suspension of the student from clinical activities until compliance is met.

### **[Additional Radiation Monitoring Information](#)**

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

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.

If a student is exposed to blood or body fluids or to an infectious disease, it must be reported immediately to UNC Campus Health (919) 966-6573 AND 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.

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.

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### **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 notify the Division Director.

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

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### **Employment Situations**

Any student employed while enrolled in this program may not receive payment for 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.