POLICY ON:
Visiting Scholars

The following rules apply to all visiting students/scholars/researchers:

1. **All** visitors must:
   a. Register in the shadow student/visitor database and
   b. Complete a brief online educational module (10-15 minutes) and
   c. Sign a confidentiality agreement:

   Visitor should access: [http://www.med.unc.edu/security/hipaa](http://www.med.unc.edu/security/hipaa)
   Under “Shadow Student or Hospital Visitor HIPAA Training” (bottom), click on the “Click Here” tab and register. Fill in personal information and:

   - Visitor type: type of student/ or “other”
   - Escort name: Name of inviting Radiology Faculty
   - Department: Radiology
   - Purpose: Education (or Research) in imaging

   View the educational module; verify completion, print verification page. Print, review and sign the UNC HCS confidentiality statement. Give both to Cherie Price.

2. **For any visit longer than 1 week in duration**, UNC now requires a criminal background check be performed. We have instituted a fee to cover the cost of the background check and the time associated with processing of paperwork for foreign visitors. Contact Cherie Price (Cherie_price@med.unc.edu) to arrange.

3. **For visitors who will be substantially participating in research projects** (ie. They will have contact with human subjects or access to protected health information), additional online educational modules are required:
   a. HIPAA compliance training: [http://www.med.unc.edu/security/hipaa-train](http://www.med.unc.edu/security/hipaa-train) Modules #1 and #6 (~30 minutes)
   b. Research Ethics training: [http://research.unc.edu/offices/human-research-ethics/researchers/training/index.htm](http://research.unc.edu/offices/human-research-ethics/researchers/training/index.htm) Complete CITI Online Course. (~30-60 minutes)

   Print the verification of completion for the modules and give to Cherie Price.

Note: UNC medical students, medical students from other institutions here on approved electives for credit, employees, residents and fellows are covered by other policies.

*The most updated version of this policy will appear on the UNC Radiology web site.*