



Policies and Procedures Manual

for students in the

Bachelor of Science in Radiation Sciences and Bachelor of Science in Nuclear Medicine Technology

The University of Iowa
Carver College of Medicine
Iowa City, IA

2023 – 2024 Academic Year

Preface:

Students of Radiation Sciences and Nuclear Medicine Technology are responsible for knowing and adhering to the policies and procedures contained in this manual. Students must comply with these policies as well as the University of Iowa student policies [[Policies](#) | [Dean of Students - The University of Iowa \(uiowa.edu\)](#)]. Program faculty will consult this manual to ensure fair enforcement of the policies and procedures contained. If the student believes a policy has been enforced unfairly, the student should consult the grievance policy for guidance.


Policies and procedures in this manual are subject to change. Students will be notified in writing about any policy changes and/or updates.

Note:

Except where otherwise noted, the “Program” will refer to all Radiation Sciences and Nuclear Medicine Technology programs, “Faculty” will refer to the Program Directors, Radiation Sciences Educators, and designated adjunct instructors, and “Administrative Director of Radiation Sciences” will refer to the Administrative Director of Baccalaureate degrees in Radiation Sciences.

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Code of Conduct: Expectations of Academic and Professional Behavior

Introduction

Honesty, integrity, accountability, and high ethical standards are central to the practice of all patient care careers, including those in the radiation sciences. Radiation Sciences education requires immersion in the values of caring, compassion, confidentiality, collaboration, discipline, evidence-based practice, critical thinking, respect, safety, and dedication to the highest standards of ethical behavior.

Mutual respect and trustworthiness between the faculty, students, and clinical staff is necessary to promote optimal learning. Students are expected to demonstrate a commitment to attending and actively participating in all classes and clinical experiences. Students will assume personal responsibility for being in appropriate physical and mental condition necessary to provide safe, high-quality patient care and have the knowledge and skills necessary to provide this care.

The Programs presume all work presented by the student for course work or experience is their own. Students will take responsibility for these contributions.

Applicability

The Expectations of Academic and Professional Behavior apply to all students enrolled in the Programs. Students must also comply with the University of Iowa Code of Student Life [[Code of Student Life \(uiowa.edu\)](https://uiowa.edu/code-of-student-life)].

The Program Code of Conduct encompasses the following types of misconduct which are discussed in greater detail in the misconduct pages that follow:

- Academic Misconduct
- Personal Misconduct
- Clinical Misconduct

Academic Misconduct

The following is based on the University of Iowa [Code of Student Life](#), section E.1

Policy:

1. Any dishonest* or fraudulent conduct during an academic exercise, such as:
 - a. Cheating
 - b. Plagiarism
 - c. Forgery
 - d. Misrepresentation regarding the circumstances of, a student's non-attendance, late assignment, or previous work or educational experience.
 - e. Aiding or abetting another person to do the same.
2. Academic exercises covered by this rule include, but are not limited to:
 - a. Classroom assignments (such as examinations, papers, or research)
 - b. Out-of-classroom** activities that are related to an academic exercise at or through the University (resumes, transcripts, interviews, projects, practicum, internship and/or externship assignments off campus, University employment, or discussions with University Instructors, staff, or administration for example).
 - c. The acquisition of honors, awards, degrees, academic record notations, course enrollments, credits, grades, or certifications (including language proficiency or professional licensure or other endorsement) by any dishonest means is strictly prohibited.
3. The Program's academic misconduct related to clinical internships includes, but is not limited to:
 - a. Falsifying or attempting to falsify clinical education records, including but not limited, to competency signatures, competencies, clinical objectives (checklists and learning modules), exam and procedure logs, clinical evaluations, clinical compliances, immunization records, and any other deceitful behavior.
 - b. Falsifying or attempting to falsify clinical attendance records.
 - c. Attending or attempting to attend program activities in an impaired state.

Procedure:

The following is based on the UI Carver College of Medicine Academic Misconduct Policy, UI General Catalog (<http://catalog.registrar.uiowa.edu/carver-medicine/>).

1. All cases of plagiarism and cheating in the Carver College of Medicine are reported to the dean with a statement of relevant facts.
2. The instructor, program director, or promotions committee may submit recommendations for appropriate disciplinary action.

3. The individual instructor may reduce the student's grade, including assignment of the grade of F in the course.
4. A report of this action is sent to the student, the program director, and the dean.
5. The promotions committee, dean, or a faculty committee appointed by the dean, may impose the following or other penalties, as the offense warrants:
 - disciplinary probation
 - requirement of additional hours for the degree
 - suspension from the program for a period of time
 - expulsion from the program
6. Students have the right to appeal a decision by following the Student Academic Misconduct Appeals Process. See Appeals Processes in this document.

*Dishonest conduct includes, but is not limited to, attempts by students to cheat, misrepresent, aid, or abet another person to do the same, whether or not the attempts are successful.

**A classroom can be a lecture hall, class or discussion room, virtual instructional setting, laboratory, or clinic, for example.

Personal Misconduct

Policy:

1. Commission of a Crime: Engaging in illegal or criminal activity that would impact the student's ability to obtain or maintain a professional license or employment in the radiation sciences profession. The results of criminal proceedings will not be determinative of proceedings under this Code of Conduct.
2. Sexual and Other Unlawful Harassment: Behavior prohibited by policies, rules, or regulations of The University of Iowa as outlined by [The Policy of Sexual Harassment and Sexual Misconduct](#), University of Iowa Operations Manual. This includes violations of the University of Iowa's policy on sexual harassment.
3. Disruptive Behavior: Behavior prohibited by policies, rules, or regulations of The University of Iowa as outlined by the [Code of Student Life](#), section E.5.
4. Alcohol Misconduct and Use or Possession of Drugs or Drug Paraphernalia: Behavior prohibited by policies, rules, or regulations of The University of Iowa as outlined by the [Code of Student Life](#) policy, sections E.13 & E.14.
5. Misuse of IT Resources: Behavior prohibited by policies, rules, or regulations of The University of Iowa as outlined by the [Code of Student Life](#), section E.9. Including behavior which violates the University's [Acceptable Use of Information Technology Resources](#) policy, including attempting to do so or assisting another to do so.
6. Obstructing Investigation of a Possible Violation of this Code: Including making dishonest or misleading statements either orally or in writing, including e-mails; other falsification of information; altering, destroying, or deleting relevant documents; and any other act that obstructs or hinders an investigation.
7. Inappropriate Use of Social Media: Includes communicating material that violates [University policies](#), [University of Iowa Health Care Social Media Guidelines](#), , [HIPAA](#), or state or federal statutes.

Procedure:

1. Students found in violation of the Personal Misconduct policy will be subject to the Judicial Process.
2. Students have the right to appeal a decision by following the Judicial Appeals Process. See Appeals Processes in this document.

Clinical Misconduct

National certification and/or professional societies articulate behaviors expected of professionals in the field, as well as behaviors that will not be tolerated. Students are held to these professional standards as outlined by the following:

- The American Registry of Radiologic Technologists (ARRT) [Standards of Ethics](#) and [Code of Ethics](#)
- The Society of Diagnostic and Medical Sonography (SDMS) [Code of Ethics](#)
- The Nuclear Medicine Technology Certification Board (NMTCB) [Code of Ethics](#)

Policy:

1. Providing care in an unsafe or harmful manner: Including, but not limited to:
 - a. Carrying out an exam, procedure, or treatment without competence or without the guidance of a qualified person.
 - b. Negligently, willfully or intentionally doing physical or mental harm to a patient.
 - c. Exhibiting careless or negligent behavior in connection with the care of a patient.
 - d. Refusing to assume the assigned and necessary care of a patient and failing to inform the instructor and clinical staff so that an alternative means of providing care can be found.
2. Violating HIPAA and/or disrespecting the privacy of a patient
3. Falsifying, or attempting to falsify patient records or fabricating care, patient experiences, or clinical activities.
4. Attending, or attempting to attend clinical internship courses and/or activities in an impaired state.
5. Assisting, (including aiding or abetting) another person to do any of the above

Procedure:

1. Students found in violation of the Personal Misconduct policy will be subject to the Judicial Process.
2. Students have the right to appeal a decision by following the Judicial Appeals Process. See Appeals Processes in this document.

Academic Achievement Recognition

The University of Iowa and the Carver College of Medicine recognize the following academic achievements:

1. Dean's List
 - a. Undergraduate students who achieve a g.p.a. of 3.50 or higher on 12 s.h. or more of University of Iowa graded coursework during a given semester or summer session and who have no semester hours of I (incomplete) or O (no grade reported) during the same semester are recognized by inclusion on the Dean's List for that semester.
2. President's List
 - a. University of Iowa undergraduate students who achieve a g.p.a. of 4.00 on 12 s.h. or more of University of Iowa graded coursework and who have no semester hours of I (incomplete) or O (no grade reported) for two consecutive semesters (excluding summer sessions) are recognized by inclusion on the President's List.
3. Graduation with Distinction
 - a. Graduating students may be recognized for their scholastic achievement upon recommendation by their academic program and with the dean's approval. Graduation with distinction, high distinction, or highest distinction is determined by both the cumulative and the University of Iowa grade-point average. Highest distinction requires a g.p.a. of 3.85 or higher; high distinction requires a g.p.a. of 3.75 to 3.84; and distinction requires a g.p.a. of 3.65 to 3.74.
 - b. To graduate with distinction, students must have completed a minimum of 60 s.h. of graded coursework at the University of Iowa. Both S (satisfactory) and A-F (letter) grades are included in the total semester hour total. However, S grades are not calculated into the grade-point average. Radiologic technology certificate course grades are not included in the grade-point average and are not considered graded coursework.
 - c. Students graduating with distinction have a notation added to their transcript and diploma. To be recognized for distinction, students must have completed 45 of their final 60 s.h. and earned the required grade-point average before their final semester of graduation.

Academic Advising and Registration

Policy:

The primary goal of academic advising is to promote student success by creating an inclusive environment where students feel welcomed, supported, and valued.

Advisors review academic progress, support students' accomplishments, mentor professionalism, discuss challenges, and provide resources to assist students achieve their goals. Students will be assigned an academic advisor from the Office of Student Affairs.

Students will register for their didactic courses, lab courses, and clinical internships before each semester or session starts.

Procedure:

1. Students have the right to request a different academic advisor, at any time, by contacting the Director of the Office of Student Affairs.
2. Students will meet with their academic advisor once each fall and spring semester, at a minimum, until they graduate. Academic advising meetings are mandatory.
3. Upon completion of the academic advising meeting, the academic advisors will authorize the students to register for their courses. Students who fail to attend their advising meeting cannot be authorized to register.
4. Current course lists are posted to the [Radiation Sciences Programs](#) website. Program degree requirements are listed on their respective page in addition to each semester course list.
5. Current lab section and clinical advising lists are posted to the Radiation Sciences Student Information ICON site.
6. Students should contact their academic advisor if they experience any registration issues.
7. Students cannot participate in, or be present in, the clinic if they are not registered for their clinical internship. Students may be required to use personal time while they are not registered. Additional penalties, including UI late fee charges and liability for clinical incidents may be enforced.
8. Students cannot attend or participate in didactic or lab courses if they are not registered. Additional penalties, including UI late fee charges, may be enforced.

Note: In many semesters, students will start their clinical rotations prior to the "First Day of Classes" posted in the UI Office of the Registrar [Academic Calendar](#). See the BSRS Academic Calendar and MyUI for specific dates.

Academic Standards and Probation

Policy:

Students will be evaluated on didactic, laboratory, and clinical education. They are expected to earn a semester, UI, and overall cumulative GPA of 2.00 after acceptance into the Program. Students are expected to maintain satisfactory academic and professional standards and to demonstrate reasonable progress toward the Bachelor of Science. Students must earn a C or higher in all RS** courses. A final course grade of C- or below will not satisfy degree requirements.

Procedure:

1. Students who fail to maintain satisfactory academic progress may be placed on academic probation, programmatic probation, or be dismissed from the program. Probation serves as a warning that the student will not graduate unless their academic performance improves.
2. Students who fail to earn a 2.00 GPA in the spring semester and/or summer session immediately preceding the start of their Program, may have their acceptance offer rescinded.
3. If a student is earning a grade below a C at Midterm, the course instructor will submit the grade to the Office of the Registrar. The student's academic advisor will notify the student and the Program Director. The Midterm notification serves as a warning to the student that their academic status is at risk.
4. Students who fail one or more courses after admittance to the Carver College of Medicine are subject to sanctions as determined by the Promotions Committee. Many courses are prerequisites to others; therefore, this may delay or end Program degree completion.
5. Repeating courses for the second-grade-only (SGO) option is allowed only in extraordinary circumstances. Students must obtain permission from the instructor, Program Director, and, potentially, the Associate Dean of Medical Education and Professional Programs. Many courses are prerequisites to others, it may not be possible to repeat a course.
6. Students may be placed on Carver College of Medicine (CCOM) academic probation if their semester, UI, or overall cumulative GPA's drop below 2.00.
7. Entering students may be admitted on academic probation if they fail to meet the minimum stated standards for admission. The student may be restored to good standing within the timeframe specified in this policy.
8. Students who are admitted on academic probation, restored to good standing, and then fail to maintain the minimum required grade-point-averages are subject to dismissal.
9. To be restored to good standing, students placed on CCOM academic probation must earn a semester, UI, and overall cumulative GPA of at least 2.00 within one of the following timeframes:
 - a. Full time students (12sh or more in a semester): by the end of the next semester they register for. Note: *all* coursework completed during this semester will be included in the GPA calculations.

- b. Part-time students (less than 12sh in a semester): by the end of the next two or three semesters (the length of time it takes to complete at least 12sh of coursework). Note: *all* coursework completed during this timeframe will be included in the GPA calculations.
10. Students on academic probation who fail a course and/or fail to meet the GPA requirement in the designated time frame for restoration to good standing are subject to dismissal from the Program.
11. Students on academic and/or programmatic probation are not permitted to participate in the spring CCOM commencement ceremony if they are not graduating in the spring semester. For example, if a student on probation will graduate in the summer or fall semester, instead of the spring semester, they will not be able to participate in the CCOM spring ceremony.
12. Students violating the Academic Standards and Probation policy may be subject to sanctions as determined by the Promotions Committee.

Reference: University of Iowa, Carver College of Medicine, General Catalog, [Undergraduate Rules and Procedures](#)

Accidents in the Clinical Educational Setting

Policy:

All accidents encountered in the clinical education setting involving student injury will be reported to the Program Director and will follow set protocols and procedures developed by the University of Iowa Carver College of Medicine and the University of Iowa Hospitals and Clinics.

Procedure:

- A. **Student injury** (with the exception of blood/body fluid exposure)
 - a. A Safety Incident Report must be filled out by the student. These are completed electronically on The Point website, go to:
 - i. [The Point homepage](#)
 - ii. Incident Reporting (Compliance, Safety Incident, ...)
 - iii. Report an Incident
 - iv. Follow the directions to complete the event reporting
 - v. Visitor Event
 - vi. Location where injury occurred
 - vii. Complete the questions asked about the event, note in the narrative that you are a student and specify your Radiation Sciences subprogram
 - viii. Who was notified/reviewer – area supervisor and Program Director
 - b. The student will report to the **Student Health Services** or a health care provider of their choice for care. Care needed outside the operating hours will be provided by the Emergency Room. Care will be at the student's expense.

- B. **Student exposure to blood or body fluid**
 - a. Follow the Student Health [“Blood and Body Fluid Exposure”](#) protocol.
 - b. A Safety Incident report must be completed by the student within 24 hours. Follow the instructions above.
 - c. If you have questions on how to find or complete it, please talk with your preceptor or Program Director.

Anti-Harassment

Policy:

Based off the Operations Manual II-14

The purpose of this policy is to prevent harassment within the University of Iowa community and to provide a process for addressing all forms of harassment if and when it occurs. The University of Iowa is committed to maintaining an environment that recognizes the inherent worth and dignity of every person, and that fosters tolerance, sensitivity, understanding, and mutual respect. This commitment requires that the highest value be placed on the use of reason and that any harassment in the university community be renounced as repugnant and inimical to its goals. Harassment destroys the mutual trust that binds members of the community in their pursuit of truth.

Procedure:

1. Radiation Sciences students will review and adhere to the University of Iowa anti-harassment policies.
2. The Anti-Harassment Policy may be accessed here: <https://opsmanual.uiowa.edu/ii-14-anti-harassment%C2%A0-0>

See also: Guidance & Resources for Discrimination, Bias, or Misconduct on the [Rad Sci Student Info ICON site](#)

Anti-Retaliation

Policy:

The University of Iowa encourages its faculty, staff, and students to make good-faith reports of university-related misconduct. Retaliation as a response to a good-faith report, whether determined to be founded or unfounded, will not be tolerated. Acts or threats of retaliation in response to good-faith reports constitute a serious violation of university policy.

Procedure:

1. Anyone who violates the anti-retaliation policy is subject to disciplinary action. Following an appropriate investigation and subject to the procedures which are part of the policies governing the relevant type of appointment at the university, the faculty, student, or staff member may be subject to sanctions, including reprimand, probation, suspension, demotion, reassignment, termination, expulsion, no-contact directive, or building prohibition directive.
2. Although students are not agents of the university, an individual enrolled in a university academic course may be subject to disciplinary sanctions if they threaten, assault, or harass a student or faculty or staff member in retaliation for making a report. Sanctions also may be imposed in cases where no report has been filed but a student threatens to retaliate against one who does make a report.
3. Reports of alleged university-related misconduct that are not made in good faith are not protected under this policy. Those who make reports not in good faith will be disciplined as appropriate through regular university and/or program procedures.
4. Individuals who believe that they have experienced retaliation are encouraged to report it to their Program Director, even if they are not certain whether a violation of this policy has occurred.
5. All reports of suspected misconduct are confidential.
6. The identity of any person reporting suspected misconduct is confidential.

Corresponding Policy:

University of Iowa Operations Manual > II. Community Policies > [Chapter 11 Anti-Retaliation](#) > [11.4 Students Who Retaliate](#)

Appeals Processes

Policy:

Every student has the right to appeal any action(s) taken by the Program.

Procedure:

1. Student Academic Misconduct Appeals Process
2. Judicial Appeals Process

Academic Misconduct Appeals Process

Policy:

Every student has the right to appeal. A student is invited to meet with the Carver College of Medicine at any point in the process below.

Procedure:

1. If a student believes that the finding of academic misconduct is in error, the student should first arrange a meeting to appeal the finding with the instructor (or the supervisor). The student will be informed in writing of the instructor's decision within 14 business days of the meeting.
2. If the student is not satisfied with the result of this meeting and decision of the instructor, the student should make an appointment with the head of the department or program to appeal the matter within 7 business days of the notification. The student will be informed in writing of the head of the department's decision within 14 business days of the meeting.
3. If the student is not satisfied with the result of these meetings, the student should make an appointment to discuss the matter with the College within 7 business days of the notification. The student may contact the Office of Student Affairs and Curriculum (<https://medicine.uiowa.edu/md/contact-us/faculty-and-staff-directory>) and/or call 319-467-1104 to schedule an appointment with the Associate Dean for Medical Education and Professional Programs. If the Associate Dean is not available in a timely manner, the matter may be addressed by the Senior Associate Dean for Medical Education. The student will be informed in writing the decision of the Associate Dean within 14 business days of the meeting.
4. If the student is not satisfied with the outcome of the above meeting, the student may appeal the decision formally in writing to the Office of the Provost. This formal appeal must be received within 14 business days from the date of the original decision made by the College.
5. The individuals noted in each successive step of the appeals process noted above have the authority to overturn the findings of the previous individuals in the process.
6. The conclusions of each meeting with the student noted above will be provided to the student in writing.

Judicial Appeals Process

Policy:

Every student has the right to appeal. A student is invited to meet with the Carver College of Medicine at any point in the process below.

Procedure:

1. If a student believes that the finding of personal or clinical misconduct is in error, the student should first arrange a meeting to appeal the finding with the instructor (or the supervisor). The student will be informed in writing of the instructor's decision within 14 business days of the meeting.
2. If the student is not satisfied with the result of this meeting and decision of the instructor, the student should make an appointment with the head of the department or program to appeal the matter within 7 business days of the notification. The student will be informed in writing of the head of the department's decision within 14 business days of the meeting.
3. If the student is not satisfied with the result of these meetings, the student should make an appointment to discuss the matter with the College within 7 business days of the notification. The student may contact the Office of Student Affairs and Curriculum (<https://medicine.uiowa.edu/md/contact-us/faculty-and-staff-directory>) and/or call 319-467-1104 to schedule an appointment with the Associate Dean for Medical Education and Professional Programs. If the Associate Dean is not available in a timely manner, the matter may be addressed by the Senior Associate Dean for Medical Education. The student will be informed in writing the decision of the Associate Dean within 14 business days of the meeting.
4. The individuals noted in each successive step of the appeals process noted above have the authority to overturn the findings of the previous individuals in the process.
5. The conclusions of each meeting with the student noted above will be provided to the student in writing.

Attendance and Tardiness

Policy:

Students enrolled in the Radiation Sciences programs will receive clinical and didactic education. Specific hours and days for didactic class and clinical internships, and lunch breaks may vary.

Absences from Class

University regulations require that students be allowed to make up examinations which have been missed due to illness, religious holy days, military service obligations, including service-related medical appointments, jury duty, or other unavoidable circumstances or other University-sponsored activities. Students should work with faculty regarding making up other missed work, such as assignments, quizzes, and classroom attendance.

Absences for Bereavement

See Bereavement Leave in this document.

Absences for Religious Holy Days

The University is prepared to make reasonable accommodations for students whose religious holy days coincide with their classroom assignments, test schedules, and classroom attendance expectations. Students must notify their instructors in writing of any such Religious Holy Day conflicts or absences within the first few days of the semester or session, and no later than the third week of the semester. If the conflict or absence will occur within the first three weeks of the semester, the student should notify the instructor as soon as possible. See [Operations Manual 8.2 Absences for Religious Holy Days](#) for additional information.

Absences for Military Service Obligations

Students absent from class or class-related requirements due to U.S. veteran or U.S. military service obligations (including military service-related medical appointments, military orders, and National Guard Service obligations) shall be excused without any grading adjustment or other penalty. Instructors shall make reasonable accommodations to allow students to make up, without penalty, tests and assignments they missed because of veteran or military service obligations. Reasonable accommodations may include making up missed work following the service obligation; completing work in advance; completing an equivalent assignment; or waiver of the assignment without penalty. In all instances, students bear the responsibility to communicate with their instructors about such veteran or military service obligations, to meet course expectations and requirements.

Procedure:

1. Didactic Attendance

- a. Instructor attendance policies will be clearly stated in course syllabi and reviewed on the first day of class. Students are required to observe the attendance policy outlined for the course. If a complaint or issue arises concerning a student

absence, Radiation Sciences faculty will use the stated policy within the syllabus to adjudicate the problem.

2. Clinical Attendance

- a. Students are expected to attend all assigned clinical rotations with no absences.
- b. Students are expected to arrive on time to the clinical site and to remain in the clinical area for the entire, assigned clinical time. Students should arrive to their clinical area at least 10 minutes before the shift begins.
- c. Attendance procedures will be clearly stated in the subprogram student handbook. If a complaint or issue arises concerning a student absence, Radiation Sciences faculty will use the stated policy within the subprogram handbook to adjudicate the concern.
- d. Students are not required to attend clinical or didactic education sessions on recognized University holidays. Holidays include New Year's Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Thanksgiving (2 days) and Christmas (2 days).
- e. Students enrolled in the Radiation Sciences programs will be given the following academic breaks:
 - i. One week for Fall Break in the fall semester.
 - ii. One week at Spring Break in the spring semester.
 - iii. Two weeks at the end of each fall, spring, and summer semester.
- f. Clinical internships are scheduled on the University of Iowa semester calendar as much as possible with the following exceptions:
 - i. Clinical internships begin 2 weeks prior to the start of the spring semester.
 - ii. Clinical internships begin 2 weeks prior to the start of the 8-week summer session.
- g. Additional clinical education release time of 16 hours per semester is allowed and is designated as personal time.
- h. Planned personal leave time must be used according to specific subprogram policy.
- i. Students are encouraged to arrange their planned personal leave time during the semester breaks when didactic and clinical classes are not in session.

Bereavement Leave

Policy:

Students will be granted bereavement, leave as needed.

Procedure:

1. Bereavement leave requests must be submitted to the Program Director or designee.
2. Bereavement leave will be granted for each occurrence of death in the student's immediate family*
3. All other requests for bereavement will be treated as personal leave time.
4. Please refer to didactic, laboratory, and clinical syllabi, and/or program policy for information regarding make up work and clinical hours if missed due to bereavement, jury duty, or military leave.

*Immediate family is defined as, and limited to, the student's spouse/domestic partner**, children, grandchildren, foster children, stepchildren, legal wards, parents, grandparents, foster parents, stepparents, siblings, foster siblings, stepsiblings, child-in-law, siblings-in-law, parents' sibling, children of student's sibling, first cousins, and corresponding relatives of the student's spouse/domestic partner, and other persons who are members of the student's household.

**Domestic partner is determined per guidelines outlined by UI Healthcare Human Resources. This information is outlined below and can also be found at the University Human Resources: Domestic Partner Coverage page: hr.uiowa.edu/benefits/eligibility-enrollment-changes/faculty-staff-domestic-partner-coverage Student will be required to acquire the Domestic Partner Affidavit from the Program Director. This form must be completed and submitted, along with supporting documentation, with the LOA request for review by the promotions committee.

Clinical Advising

Policy:

Students will be assigned a clinical advisor from the subprogram in which they are enrolled. Clinical advisors support student success in the clinical internship courses.

Procedure:

1. Students have the right to request a different clinical advisor, at any time, by contacting the Program Director or Administrative Director of Radiation Sciences.
2. Students will meet with their clinical advisors as scheduled.

Clinical Compliance Courses

Policy:

The clinical compliance courses are for noncredit and have no fee. They are self-directed and administered and accessible from any computer with internet access. Each of the training modules must be viewed and associated quizzes passed with a score >80% to be in compliance. Updates for course vary. Initial compliances must be completed prior to start of first Fall semester and during orientation.

Procedure:

1. Students will complete their subprogram designated compliances. Compliance information can be found:
 - a. Radiation Sciences Student Information ICON course Main Site
2. Proof of completion will be required in e*Value via document upload for a student to be in compliant status.
3. Students must be compliant to attend clinical assignments.
4. Students found to be non-compliant will not be permitted in clinic and subject to all Clinical Attendance & Personal Time policies found in subprogram handbook.

CPR (Basic Life Support with AED) Certification

Policy:

All Program students are required to always have current certification in cardiopulmonary resuscitation (CPR) for the duration of their enrollment in the Program. Students are required to submit proof of completion in e*Value.

Procedure:

1. Students must complete the American Heart Association's Healthcare Provider BLS Course with AED.
2. Recertification is required every two (2) years and must be completed by any student whose certification expires while enrolled in the Program.
3. Students without current CPR BLS certification, or who are not able to submit proof of current CPR BLS certification, will not be allowed to attend any clinical assignment until certification is obtained and documentation is submitted to the Program via e*Value.
4. Students found to be non-compliant will not be permitted in clinic and subject to all Clinical Attendance & Personal Time policies found in the subprogram student handbook.
5. The student is responsible for all costs related to obtaining CPR BLS certification.
6. Students with habitual violations of the CPR BLS Certification policy are subject to the Judicial Process.

Communicable Diseases

Policy:

Students will not attend classes, labs, or clinical internship courses if symptomatic of or infected with a communicable disease. Infectious diseases requiring class, lab, and/or clinical restrictions are defined in UIHC Communicable Disease Work Restrictions policy HR.P.18.

Procedure:

1. The student will notify the Program Director or designee immediately upon recognition of a communicable disease.
2. The program will follow the UIHC Communicable Disease Work Restrictions policy when responding to students with communicable diseases.

Corresponding Policy:

UIHC The Point > Policies and Procedures > Policy Tech > search policy number listed above.

Confidential Patient Information

Policy:

Radiation Science students are required to follow the UIHC Patients' Rights and Responsibilities Policy (CM.P.18) and the procedures covered in their HIPAA training as described in the Privacy Training Policy CM.P.28, as well as patient confidentiality rules at affiliate clinical sites. Information received from the patient's chart and during the examination must remain confidential.

Procedure:

1. The student will be required to complete the Annual Combined HIPAA/Fraud, Waste, and Abuse Training annually.
2. If applicable, the student will sign the patient confidentiality forms specific to off-site clinical areas.
3. Violation of the confidentiality of patient information will be subject to the Judicial Process and may be subject to civil and criminal penalties.

Corresponding Policy:

UIHC The Point > Policies and Procedures > Policy Tech > search policy number listed above.

Consensual Relationships

Policy:

The integrity of the university's educational mission is promoted by professionalism that derives from mutual trust and respect in instructor-student relationships. Similarly, the university is committed to the principle of protecting the integrity and objectivity of its staff members in the performance of their university duties. It is therefore fundamental to the university's overall mission that the professional responsibilities of its instructors be carried out in an atmosphere that is free of conflicts of interest that compromise these principles.

Students, faculty, and staff are expected to adhere to the University of Iowa's policy on Consensual Relationships Involving Students.

Sexual or romantic relationships between a student and a faculty or staff member who functions in an instructional context with the student are prohibited by this policy.

Procedure:

1. Should a violation of this policy occur, the disclosure/complaint/resolution process will follow the procedure defined in the UI policy on Consensual Relationships Involving Students.

Corresponding Policies:

[UI Consensual Relationships Involving Students Policy](#)

Criminal Background Check

Policy:

An external investigative background check (which includes criminal history, child abuse, and dependent adult abuse records) will be performed on all final candidates for acceptance. The background investigation may include other checks related to the past work experience and other possible licensures of the student. Any costs associated will be the responsibility of the candidate.

Procedure:

1. All final candidates for acceptance into the Program will be required to complete the “External Investigative Background Check Consent” after offer of a position in the Program. Completed forms are returned to the University of Iowa Hospitals and Clinics (UIHC) Human Resources (HR) to complete the background check.
2. Conditional acceptance into the Program will be made final upon successful completion of the criminal background check.
3. If the background check reflects a criminal conviction or founded report, hospital HR in conjunction with the appropriate Program Director(s) will determine if the issue is a barrier to program admission. Such information is confidential. If there is a relevance to acceptance, consistent with the Fair Credit Reporting Act (FCRA) requirement, hospital HR will discuss the information with the candidate. A copy of the report and “Summary of Your Rights under the FCRA” will be provided to the applicant.
4. The candidate will have a reasonable opportunity to provide clarifying information.
5. If it is determined that the individual is not eligible for acceptance based on the report, hospital HR will be responsible for notifying the applicant in writing that the acceptance offer has been withdrawn. Enclosures include a second copy of the report and FCRA literature.

Criminal Background Self-Disclosure

Policy:

Self-disclosure of a criminal background is required of all candidates upon application.

Procedure:

1. Candidates are required to complete the background check self-disclosure form.
2. Failure to provide complete and accurate information or falsification of information provided may result in removal from consideration for the program or dismissal from the program if discovered.
3. Candidates disclosing may be subject to further investigation regarding their criminal history records.
4. To realize the Program's recruitment goal of selecting the highest quality students to promote the best care, protection, safety and comfort for the patients served, criminal background will be a consideration used in the selection process based on the responsibilities and disclosure considerations listed below.
 - a) Responsibilities:
 - Regular direct patient contact
 - Contact with or direct access to controlled substances and/or secured areas as part of normal educational rotations
 - Handling/control of patient valuables
 - Access to confidential, personal medical, or human resources information
 - b) Disclosure Considerations:
 - Nature of crime
 - Number of convictions
 - When crime was committed
 - Rehabilitation
5. Upon disclosure a committee will review the applicant's submitted information to determine continuation in the selection process.
6. Using a graph that lists the responsibilities and disclosure considerations across one axis and the level of concern (low, moderate, and high) across the other axis, the disclosure committee members will determine the level of concern for each of the considerations. Based on this graph, an overall level of concern will be determined for the applicant.
7. The determined level of concern will affect the applicant's application status as indicated below:
 - a) Low Level of Concern: The student's application is not withdrawn.
 - b) Moderate Level of Concern: The student's application is not withdrawn. Disclosure information will be factored into the supporting materials and interpersonal and communication skills segments of the acceptance criteria, based on the disclosure committee's recommendation. If accepted, a probationary status relating to the disclosure may be enforced.
 - c) High Level of Concern: The student's application is withdrawn. Concerns are too high to consider applicant to be a viable candidate at this time.

Dress Code for Clinical Education

Policy:

Students accepted into the Program will follow the UIHC Professional Appearance Policy (HR.P.9), Scrub Attire Policy (HR.P.2), UIHC Photo ID Badge Policy (HR.P.25) while at all clinical rotations. Students will wear the program uniform, ID badge and be dressed to look professional when on clinical rotations. Other specific Program guidelines are listed in specific Clinical Internship syllabi and must be adhered to at all clinical rotations.

Procedure:

1. Wear program-approved scrub pants.
2. Wear program-approved scrub top.
3. Wear solid short or long-sleeved T-shirt under the scrub top for warmth, the T-shirt may be any color and must be free of writing.
4. Wear a Radiation Sciences scrub jacket appropriately for warmth (not wrapped around the waist).
5. Radiation Sciences sweatshirts and other jackets are not acceptable.

Note: Nuclear Medicine Technology students are required to wear a white lab coat.

Corresponding Policy:

UIHC The Point > Policies and Procedures > Policy Tech > search policy number listed above.

Dress Code for Didactic Education

Policy:

Students are required to follow the UIHC Professional Appearance Policy (HR.P.9), Scrub Attire Policy (HR.P.2), UIHC Photo ID Badge Policy (HR.P.25) while attending didactic class. Students will wear the program uniform, ID badge and be dressed to look professional while attending didactic and laboratory class sessions.

Procedure:

1. Wear program-approved scrub pants
2. Wear program-approved scrub top, Radiation Sciences T-shirt, Radiation Sciences sweatshirt, or Radiation Sciences jacket.

Referenced Policy:

UIHC The Point > Policies and Procedures > Policy Tech > search policy number listed above.

Emergency Preparedness

Policy:

A University State of Emergency is declared when the University President or designee acts to declare such a state. During a University State of Emergency students should not report to campus or clinical education centers.

Procedure:

1. Students should refer to the Critical Incident Management Plan <https://critical-incident-plan.sites.uiowa.edu/>
2. Students should refer to the University Emergency Preparedness policy <https://hr.uiowa.edu/policies/emergency-preparedness#heading41711>

Grievance Process

Policy:

A grievance concerning actions of program personnel, program policies and procedures, and/or allegations of non-compliance of the [University of Iowa Student Bill of Rights](#) should follow the procedure below.

Procedure:

1. The student should first attempt to resolve the issue with the program personnel involved.
2. If not resolved, the student may present their case in written form to their Program Director*.
3. If not resolved, the student may present their case in written form to the Administrative Director of Radiation Sciences or the Promotions Committee.
4. If not resolved, the student may present their case in written form to the Associate Dean for Medical Education and Professional Program of the Carver College of Medicine.
5. If not resolved, the student may take their case to the University Ombudsperson <https://ombudsperson.org.uiowa.edu/>
6. Grievances should be reported and reviewed in a timely manner.

*If the program personnel involved is a Program Director the student should discuss their grievance with the Administrative Director of Radiation Sciences or a Promotions Committee member

Grievance Process for Accreditation Standards

Policy:

Grievances concerning non-compliance of programmatic accreditation standards should follow the appropriate grievance procedure below.

Procedure:

- For a grievance related to programmatic accreditation standards regarding the Diagnostic Medical Sonography Program, students should consult:

Programmatic accreditation of the Diagnostic Medical Sonography tracks provided by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 1361 Park Street, Clearwater, FL 33756, 727-210-2350, www.caahep.org upon the recommendation of the [Joint Review Committee on Education in Diagnostic Medical Sonography \(JRC-DMS\)](http://www.jrcdms.org); 6021 University Boulevard, Suite 500, Ellicott City, MD 21043, Phone 443-973-3251.

To review the grievance process: <http://www.jrcdms.org/pdf/DMSStandards9-2021.pdf>. Section V.A.3

- For a grievance related to programmatic accreditation standards regarding the Nuclear Medicine Technology Program, students should consult:

Programmatic accreditation of the Nuclear Medicine Technology track provided by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT); 820 W Danforth Road #B1, Edmond, OK 73003, Phone: 405-285-0546, www.jrcnmt.org

To review the grievance process and file a complaint: <https://www.jrcnmt.org/students/file-a-complaint/>

- For a grievance related to programmatic accreditation standards regarding the Radiation Therapy Program, students should consult:

Programmatic accreditation of Radiologic Technology and Radiation Therapy tracks provided by the [Joint Review Committee on Education in Radiologic Technology \(JRCERT\)](http://www.jrcert.org).; 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, <https://www.jrcert.org/>.

To review the grievance process and file a complaint: <https://www.jrcert.org/accreditation-for-students/allegations/>

- For a grievance related to programmatic accreditation standards regarding the Radiologic Technology Program, students should consult:

Programmatic accreditation of Radiologic Technology and Radiation Therapy tracks provided by the [Joint Review Committee on Education in Radiologic Technology \(JRCERT\)](#); 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-Radiologic

To review the grievance process and file a complaint:
<https://www.jrcert.org/accreditation-for-students/allegations/>

Immunizations and Health Requirements

Policy:

Students accepted into the Program are classified as “Health Science Students” and must meet immunization requirements to participate in clinical internships at the University of Iowa Hospitals and Clinics (UIHC). These requirements are consistent with UIHC’s Policies for healthcare workers and are intended to protect the individual and the patients for whom they care. For more information, review: Additional Student Requirements and Forms and Requirements for Health Science Students at the University of Iowa.

Students may be scheduled to receive training at facilities other than UIHC. Students are required to meet the immunization and testing requirements of the training facilities at which they are scheduled. Institutional requirements may vary. A list of health screening requirements for individual sites is available upon request from your program administration. The student is responsible for reviewing affiliate requirements. Students must be prepared to provide documentation or submit an exemption request if necessary. Some sites may not accept exemptions. Students must provide this documentation to the affiliated clinical site unless the site requests it from the program. If you have concerns about your ability to participate in an outside rotation, notify the program administration via email to laurie-calkins@uiowa.edu as soon as possible.

If a student does not meet the health requirements, and an alternate rotation is not available, students risk slowing down their educational progress. Potential implications include delayed program completion, use of personal time, and difficulty finding employment in the profession. Students must upload documentation on e*Value, including requirements for affiliate sites, for ease of access.

Procedure:

1. Information on the requirements and related forms can be located on the University of Iowa (UI) Student Health Services website at: [Student Requirements | Student Health](#)
2. Other requirements: Respirator fitting and health screening.
3. The following vaccines may be required for some clinical rotations:
 - a) COVID-19
 - b) Influenza
4. The following vaccines are not required, but highly recommended:
 - a) Meningitis
 - b) Hepatitis A
 - c) HPV
5. The student may schedule an appointment at UI Student Health Services, or they may have immunizations and immunity documented by their local physician.
6. The student must submit all required documents to UI Student Health Services. Failure to meet this requirement will result in a hold on the student’s registration until the deficiencies are corrected. Students who are not registered may not attend classes or participate in clinical internship activities.

Judicial Process

Policy:

This process is designed to address alleged violations of the University of Iowa and the Program's Policies & Procedures, and/or individual subprogram Student Handbooks. Exceptions include, but are not limited to, academic misconduct.

Procedure:

1. Alleged violations will be reported to the Program Director or designee for review.
2. Interim sanctions may be placed on the student while allegations are investigated.
3. The Program Director may consult with the Administrative Director of Radiation Sciences and/or the Radiation Sciences Promotions Committee. See Promotions Committee Process for details.
4. The outcome will be communicated to the student in writing.
5. The outcome may be reported to the Associate Dean for Medical Education and Professional Programs of the Carver College of Medicine.
6. Based on the nature of the violation, any one, or a combination, of the following sanctions may be imposed:
 - Written Warning
 - Programmatic Probation: Not in good standing with respect to the program.
 - Educational Sanction: May include educational activities, instruction, or other tasks as assigned. The student is responsible for related expenses.
 - Suspension: Temporary separation from the Program.
 - Dismissal: Permanent separation from the Program.
7. Any disciplinary action or sanction will include a meeting with the student.
8. Any disciplinary action or sanction may result in grade reduction.
9. A record of the action will be kept in the student's Program file.
10. A student reserves the right to appeal a decision by following the Judicial Appeals Process. See the Appeals Process in this document.

Lactation

Policy:

Didactic, lab, and clinical learning environments will accommodate a student's request for lactation time and a private setting that is not a restroom will be offered for lactation time. This includes expression and/or nursing time in the event that the child is immediately accessible.

Procedure:

1. Students will discuss lactation needs with program personnel upon return to activities to create a lactation plan.
2. The Program will provide a private space for lactation.
3. UI Health Care offers lactation rooms. These locations can be found at: [Lactation Facilities and Resources](#)
4. Additional lactation resources can be found with [UI Family Services](#)
5. It is expected that lactation accommodations will not seriously disrupt learning.
6. Individuals who feel as though they have not been accommodated fairly should consult the Grievance procedure.

Leave of Absence

Policy:

Extended or intermittent leave of absence from the Program may be granted for serious health conditions and other extenuating circumstances of the student or their family. This policy recognizes the following familial relationships as qualifying under the leave: son, daughter or child, spouse or domestic partner*, and parent or guardian. To request a leave of absence, students must follow the procedures outlined below:

Procedure

1. Students requesting a medically related leave of absence for their own condition must submit documentation to the Program Director, from a health care provider, that includes the following:
 - Anticipated duration of the absence.
 - Full-time versus intermittent absence.
 - Any clinical activities (i.e., patient care related, lifting) that the student is unable to perform because of the condition.
 - Expected length of this restriction.
 - If the condition is chronic: whether the student is presently incapacitated and the likely duration and frequency of episodes of incapacity.
2. Students requesting a leave of absence for extenuating circumstances for themselves, health conditions of their family, or extenuating circumstances of their family must submit a written request to the Program Director that includes the following:
 - Reason for request
 - Anticipated duration of the absence
 - Full-time versus intermittent absence
3. The Program Director will present the request to the Radiation Sciences Promotions Committee in writing and request a meeting to review the case.
4. A leave of absence and reasonable accommodations/plan for return may be provided as determined by the Radiation Sciences Promotions Committee.

*Domestic partner is determined per guidelines outlined by UI Healthcare Human Resources. This information is outlined below and can also be found at the University Human Resources: Domestic Partner Coverage page: hr.uiowa.edu/benefits/eligibility-enrollment-changes/faculty-staff-domestic-partner-coverage

Students will be required to acquire the Domestic Partner Affidavit from the Program Director. This form must be completed and submitted, along with supporting documentation, with the LOA request for review by the promotions committee.

Pregnancy Declaration Process

Policy:

The Program* pregnancy guidelines have voluntary adherence. They are intended to provide an option for pregnant students who are considered to be exposed to ionizing radiation. If a student chooses to voluntarily disclose their pregnancy, they should follow the procedure below. Once a declaration of pregnancy is made, the student may withdraw this declaration at any time by submitting a written statement to the Program Director (PD). The PD will forward this statement to the EHS office.

Procedure:

1. Complete the Environmental Health and Safety (EHS) Office Pregnancy Declaration Form and return it to their Program Director.
 - [PregDeclarationandPrenatalRadExposForm.doc \(sharepoint.com\)](#)
2. The PD will forward the completed declaration to the EHS, RT Clinical Coordinator, and modality Clinical Coordinator (if applicable).
3. Within seven (7) days** of the pregnancy declaration, the student will decide if they wish to:
 - Remain in the Program
 - Submit for a leave of absence
 - Withdraw from the Program
4. Following the pregnancy disclosure, the student will be counseled by the EHS as to potential risks associated with radiation exposure to the fetus in addition to the review of the pregnancy guidelines.
5. Following the EHS Office receipt of a signed pregnancy declaration, the dose limit to the student's embryo/fetus is limited to 500 mrem for the duration of their pregnancy. Upon the receipt of the signed pregnancy declaration, the EHS will monitor potential internal and/or external exposure to the embryo/fetus as appropriate.
6. If a student chooses to remain in the program during the pregnancy, they are expected to perform assigned clinical internship duties and follow established radiation safety policies.
7. Refer to the Clinical Attendance & Personal Time Leave policies (found in the subprogram handbook) and Leave of Absence policy as needed for time off due to appointments and maternity leave.

*Students in the Diagnostic Medical Sonography Program should refer to the subprogram student handbook regarding pregnancy policies & procedures.

**Students may revisit their attendance and completion plan at any time in their pregnancy. Contact your Program Director to do so.

Program Completion

Policy:

Before the student will be released from the program, they must meet the criteria for graduation:

1. Complete graduation requirements listed on the degree audit for the specific program/track of study.
2. Pay all financial obligations to the University of Iowa.
3. Return any program resources (textbooks, locker keys, dosimeters, ID badges, and other items requested by the Program).

Procedure:

1. Upon successful program completion, the Program Director will provide the necessary documentation to certification agencies for graduates to finalize professional certification examinations.
2. Failure to comply with this policy may result in delays or halting of the process for individual certification examinations until all program graduation requirements are met.

Program Policies and Procedures Awareness Attestation

Policy:

This attestation will serve as verification that student has read and understands the Policies & Procedures for students in the Bachelor of Science in Radiation Sciences and the Bachelor of Science in Nuclear Medicine Technology. Completing this form is an agreement to abide by the policies and procedures contained within and all policies and procedures referenced in the Preface.

Procedure:

1. Policies and procedures for the Bachelor of Science in Radiation Sciences and the Bachelor of Science in Nuclear Medicine Technology degrees will be introduced at new student orientation.
2. Policies and procedures for the Bachelor of Science in Radiation Sciences and the Bachelor of Science in Nuclear Medicine Technology degrees will be reviewed annually for all students in the Program at the beginning of Fall semester.
3. The Program policies & Procedures Awareness Attestation will be completed annually in e*Value.
4. Students are required to complete the Policies & Procedures quiz each semester in the clinical internship ICON course sites.
 - Students must receive an 80% or higher for successful completion and accepted attestation.
5. Failure to successfully complete the Policies & Procedures quiz will result in removal from clinical internship rotations for policy and procedure review with the Program Director or designee.
6. Time absent from clinical rotations for policy and procedure review will be subject to the subprogram Clinical Attendance & Personal Time policies.
7. Students with multiple failed Policy and Procedures quizzes will be subject to the Judicial Procedure.

Promotions Committee

Policy:

This committee works to ensure that each of the Program's graduates has adequate skills, knowledge, judgment, ethical standards, and personal integrity to assume the responsibilities of a sonographer, technologist, or therapist. The promotions committee is comprised of the Administrative Director of Radiation Sciences, Director of Student Affairs in Radiation Sciences, Directors of all subprograms within the Radiation Sciences and the Nuclear Medicine Program, and other personnel in an ad hoc basis as needed based on the topics of discussion.

The following procedure will be followed when a case has been brought to the Program Director or Director of the Office of Student Affairs for review and they refer it to the Promotions Committee for review and recommendation.

Procedure:

1. The student will be notified, in writing, within 7 business days, that a case has been brought to the committee for review.
2. The committee will meet within 14 business days of committee notification of the case and provide a recommendation in accordance with the Program Policies and Procedures.
3. Within 7 business days of submission of recommendation, the Administrative Director of Radiation Sciences or designee will notify the student of the recommended action(s).
4. Students have the right to request to meet with the committee any time during the review process. This request must be submitted, in writing, to the Administrative Director of Radiation Sciences or designee.
5. Students have the right to appeal a Promotions Committee decision by following the appropriate appeal procedure. The appeal must be brought within 7 business days.

Self-Disclosure of Unlawful Activity

Policy:

Students are required to self-disclose accusations of any unlawful activity within 48 hours to the Radiation Sciences Office of Student Affairs. Students are required to attest annually to adherence to this policy. Additional background checks may be required and will be completed at the student's expense.

Procedure:

1. Students who fail to self-report unlawful activity to the Radiation Sciences Office of Student Affairs within 48 hours will be subject to the Judicial Process.
2. Students will be required to verify annually adherence to the Criminal Background Check and Self-Disclosure policy.
3. Required annual attestation completed in e*value.

Sexual Harassment and Sexual Misconduct

Policy:

The University of Iowa prohibits all forms of sexual harassment, sexual misconduct, and related retaliation. The [Policy on Sexual Harassment and Sexual Misconduct](#) governs actions by students, faculty, staff and visitors. Incidents of sexual harassment or sexual misconduct can be reported to the [Office of Institutional Equity](#) or to the [Department of Campus Safety](#). Students impacted by sexual harassment or sexual misconduct may be eligible for academic supportive measures and can learn more by [contacting the Office of Institutional Equity](#). Information about confidential resources and videos explaining these resources can be found on the [Division of Diversity, Equity, and Inclusion website](#).

Procedure:

1. Radiation Sciences students will review and adhere to the University of Iowa sexual harassment and sexual misconduct policies.
2. The Sexual Harassment and Sexual Misconduct Policies may be accessed here: <http://www.uiowa.edu/~our/opmanual/ii/04.htm>

See also: Guidance & Resources for Discrimination, Bias, or Misconduct on the [Rad Sci Student Info ICON site](#)

Simulation Activities – Student Participation

Policy:

Students are not required to be a model patient in didactic, laboratory, or clinical simulations. Their participation in these activities must be voluntary.

Examples of such activities include, but are not limited to:

- Students being scanned by a sonography instructor or classmate during an ultrasound demonstration.
- An instructor demonstrating positioning skills for an exam or treatment using a student as the patient.
- Students starting an IV on another student.

Procedure:

1. Students must communicate their desire to opt out of an exercise before or during the simulation.
2. A student's grade and/or evaluation will not be lowered or negatively impacted should they decline to participate as the patient in a simulation exercise.
3. If a student is acting as the patient in a program activity, they have the right to end their participation at any time.
4. Any violation of this policy must be immediately communicated to the Program Director or designee.

Statement of Student Liability

Policy:

Radiation Sciences students participating in clinical rotations at UIHC shall have professional liability coverage provided by the state of Iowa.

Procedure:

The University of Iowa Hospitals and Clinics is an agency of the State of Iowa which self-insures its liability for the negligence of its employees through the Iowa State Tort Claims Act, Chapter 669, Code of Iowa.

- Section 669.2 Subsection 4 (previously 25A.2(1)) defines "employee" to include "persons acting on behalf of the state or any state agency in any official capacity, temporarily or permanently in the service of the State of Iowa, whether with or without compensation".
- Section 669.2 Subsection 3, paragraph a (previously 25A.2(5)) defines "claim" to include claims against the state or an employee of the state caused by the negligent or wrongful act of any employee of the state while acting within the scope of his or her employment.
- Section 669.21 (previously 25A.21) provides the state shall defend and indemnify and hold harmless any employee against any claim subject to Chapter 25A, unless it is determined that the conduct of the employee upon which the tort claim is based constituted a willful and wanton act or omission or malfeasance in office.
- In accord with these provisions, any student enrolled in an educational program sponsored by the University of Iowa Hospitals and Clinics is covered by the Iowa State Tort Claims Act when providing care to patients at The University of Iowa Hospitals and Clinics and under the direction and the supervision of his or her clinical instructor.
- Rotations external to the University of Iowa Hospitals and Clinics are governed by a Memorandum of Affiliation that states
- The Program shall provide at all times during the term of this Agreement professional liability insurance coverage for its students participating in the program at the Facility with limits of at least \$1,000,000 per occurrence and \$3,000,000 aggregate or to carry such insurance as is mutually agreed upon in writing by the parties. The Program shall provide the Facility with a certificate evidencing such liability insurance upon request.

Student Work

Policy:

When engaging in patient care, students enrolled in the Program are assigned one of two roles. Individuals can participate in **only one role at a time**. These roles are designated as either “student” or “employee.”

A **student** role is defined as:

1. An individual completing assigned Clinical Internship education with the Radiation Sciences program.
2. When acting in the student role, individuals **must** adhere to the Supervision Policy regarding Direct and Indirect supervision.
3. If a student is asked to complete a task that is outside the approved scope of student practice, please report this request to the clinical area supervisor, Program Director, or Radiation Sciences educator.

An **employee** role is defined as:

1. An individual being financially compensated for their work. This work must be performed **outside** of their designated Clinical Internship education hours.
2. When acting in the employee role, individuals must follow the policies outlined by their employer for their employment role. Some common roles include, but are not limited to:
 - Technologist/Therapist Assistant
 - Limited Scope Radiologic Technologist
 - Medical/Nursing Assistant
 - Guest Services
3. If an employee is asked to complete a task outside of their approved scope of practice, please report this request to your employer.
4. Students are not allowed to wear program required uniform when performing their “employee” role.
5. Students must obtain separate dosimeters and ID badges for each role they operate within.

Procedure:

1. Violations of the Student Work policy reported to Program staff will be reviewed by the Program Director.
2. Violations may be subject to the Judicial Process.

Substance Use and Abuse

Policy:

The Program recognizes that addiction is a treatable illness, and individuals with a substance use disorder should receive an opportunity for treatment prior to disciplinary action, when possible. Students who are concerned that their own or others' use of drugs or alcohol has led or may lead to any level of physical, social, academic, or mental impairment are encouraged to seek assistance from their Program Director, the Office of Student Affairs, the University of Iowa Counseling Services (319-335-7294), University of Iowa Student Health, or local community agencies or private practitioners.

The Radiation Sciences Program adheres to the policies set forth by the [University of Iowa Policies & Regulations Affecting Students](#) and the [Policy Regarding the Use of Illegal Drugs and Alcohol](#).

Procedure:

1. Program Director or designee will be notified immediately of suspected student impairment in the clinical internship.
2. Any student who is identified as, or suspected of, being impaired in a clinical internship will be immediately removed from the clinical environment.
3. The student will be assessed by the Program Director or designee to determine appropriate action.
4. Students may be required to undergo immediate drug/alcohol testing.
 - a. Cost of testing will be assumed by the individual being tested. The Radiation Sciences Program is not responsible for the cost of drug testing.
5. If student is found to be impaired while in a clinical internship, they will be subject to the Judicial Process.

Use of Personal Electronic Devices

Policy:

Personal electronic devices including personal cell phones, tablets, laptops or other electronic communication devices are not allowed in the clinical setting. These items must be placed on silent or vibrate and stored with your personal items in their designated locations. Hospital computers and other electronic devices may only be used for relevant clinical documentation, personal use is prohibited. Students may **not** bring personal computers of any kind to the clinical setting.

Students must always adhere to the Health Insurance Portability and Accountability ACT (HIPAA).

Procedure:

1. If students are found or reported to be in clinic with any personal electronic device, they will be issued one written warning.
2. A second violation of this policy will result in dismissal from the current clinical assignment.
3. Subsequent violations will result in dismissal from the current clinical assignment and students will be subject to the Judicial Process.
4. Absences incurred due to violation of the Use of Personal Electronic Devices policy will be subject to the Clinical Attendance & Personal Time Policies (found in subprogram handbooks).
5. If a student anticipates an extenuating circumstance may occur during their clinical time, they must contact appropriate program personnel and request one-time approval to carry their personal electronic devices that day.
6. Students may give persons who may need to locate them in an emergency the program office number, (319) 356-3861. In the event of an emergency, program staff will locate the student in clinic.

Withdrawal from Program

Policy:

Students may drop a course or withdraw registration by following the University of Iowa procedures and the specific program procedures. If a student drops an internship or required program course, they are essentially withdrawing from the program.

Procedure:

1. Students wishing to drop an internship, drop a required course, or withdraw from a program must meet with their Program Director and Academic Advisor.
2. Student must inform their Program Director, via email, of their desire to withdraw.
3. The student must initiate the course drop or withdrawal (registration to 0sh) in MyUI and contact the appropriate faculty/offices for authorization. This may involve communication with the course instructor, Program Director, Academic Advisor, and/or the Carver College of Medicine Dean's Office.
4. Once appropriate authorizations have been granted in MAUI, the student must finalize the drop in MyUI.
5. If the student would like to remain in non-internship radiation sciences courses, they must obtain approval from the course instructor/program director. Remaining in non-internship radiation sciences courses may not be possible.
6. The student is responsible for communicating with all applicable UI Offices (e.g., Financial Aid Office, Parking and Transportation).
7. The Office of Radiation Sciences Student Affairs will inform the UI Admissions Office of the student's withdraw from the program and Radiation Sciences/Nuclear Medicine Technology Program of Study.
8. Withdrawal authorization will be issued only after student has submitted the following to the Program Director or Clinical Coordinator:
 - a. Any checked out education materials
 - b. Radiation dosimetry badges (if applicable)
 - c. Hospital ID badge
 - d. VA Medical Center ID badge (if applicable)
9. [Course deadlines](#) are listed on the Registrar's Office website and tuition/fees are determined by the drop/withdrawal date.
10. Registration information, including adds/drops/withdrawals/allowable semester hours, visit <https://registrar.uiowa.edu/registration-information>

