



**VERA Z. DWYER COLLEGE
OF HEALTH SCIENCES**

INDIANA UNIVERSITY SOUTH BEND

**TITLE: ASR & BSMIT
Clinical Etiquette Policy**

POLICY NO: R-12

EFFECTIVE DATE: 12-15-17

**TARGET GROUP: CHS
Students**

**SECTION: Radiography
Student Policy**

**REVISION DATE: approved
December 15, 2017**

Purpose:

The purpose of the clinical etiquette policy is to inform the ASR and BSMIT student of the policies on the use of cellphones, telephones, pagers and computers at the clinical facility.

Policy:

Clinical Etiquette

- Faculty needs to have current information on how to reach each student during or following each clinical day. The clinical coordinator or clinic faculty member needs to be able to contact the student.
- It is unprofessional and unacceptable to use the clinical telephones or computers for personal calls/contacts. Using a unit/agency telephone should be reserved for emergencies only.
- Most clinical agencies prohibit the use of personal cell phones. Breaching these policies will be considered unprofessional and may jeopardize completion of your clinicals.

Cellphone Etiquette

Personal telephone calls and texting on cell phones is not permitted in the clinical setting. The use of cell phones in the clinical setting is considered disruptive and is strictly prohibited. Students' cell phones should be set to vibrate/silent mode and stored in the designated area during clinical hours. Students who are observed with their cell phones on their person in the clinical setting will be asked to leave their rotation and store their phone in the designated area.

The use of cell phones in the classroom is also prohibited, unless required for an interactive teaching platforms. Cell phones should be set to silent/vibrate mode and students should not engage in texting or Internet searches during scheduled class time. Students who fail to adhere to this policy will be asked to leave the classroom and receive a grade of zero for any missed work for that day.

Clinical Agency Phones/Pagers/Computers

Students should not answer telephones or pagers at clinical agencies. Students should not access agency radiology information systems (RIS or HIS) to engage in altering, scheduling or completing patient exams.

Student Computer Access to Clinical Site Computer System

Students are discouraged from accessing the clinical site's computer system and should adhere to agency policy regarding the use of computers and protected health information.