



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

INDIANA UNIVERSITY SOUTH BEND

TARGET GROUP: CHS Students

**SECTION: Radiography
Student Policy**

REVISION DATE: revised August 16, 2021

Purpose:

The purpose of the clinical etiquette policy is to inform the ASR and BSMIT student of the policies on the use of phones 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.
- Clinical agencies prohibit the use of cell phones and smartwatches. Breaching these policies will be considered unprofessional and will result in a success plan and could lead to demerits, which may lead to program dismissal.

Cellphone Etiquette

Personal phone calls and texting 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 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 platform. Cell phones should be set to silent/vibrate mode and students should not engage in texting or Internet searches during scheduled class time.

Clinical Agency Phones and Computers

Students should not answer telephones 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.

Students that do not adhere to the phone and computer policy will result in a success plan and could lead to demerits, which may lead to program dismissal.