

**TITLE: Violations
Policy**

POLICY NO: R-24

EFFECTIVE DATE: 8-27-25

REVISION DATE: 8-7-23, 5-9-2024, 8-1-25

Purpose:

The purpose of this policy is to outline offenses for violations that may occur in the Radiography Program.

Policy:

Violations in Clinical or Lab

A violation occurs when failure to adhere to program policies, course objectives, course or program competencies, the Student Code of Conduct, or the ARRT Standard of Ethics. This can result in professionalism point deductions in Clinical or Lab.

- The action taken by faculty depends on the violation and the frequency of offenses. This may impact course grade and/or progression in the program.
- An Alert form or Program Level Success Plan may be issued depending on the occurrence.
- Violations will continue forward during a students' academic time in the program, unless noted in the violation spreadsheet.
- Students may receive more than 1 violation at a time.
- Actions and behaviors of students resulting in severe violations may result in immediate dismissal. The appropriate IU authorities will be notified.

Violations in Courses

Failure to follow course syllabi policy and handbook policy will result in course violations.

- The action taken by faculty depends on the violation and the frequency of offenses. This may impact course grade and/or progression in the program.
- The action taken by faculty depends on what is outlined in the course syllabus. This follows the course policies found in the course syllabi and students may also be placed on a Program Level Success Plan.
- Course violations reset with each course.
- Students may receive more than 1 violation at a time.
- Actions and behaviors of students resulting in severe violations may result in immediate dismissal. The appropriate IU authorities will be notified.

In some cases, the student may be asked to leave class, lab, or clinical setting and must report to the Program Director before returning to class, lab, or clinical. If the student refuses, security will be called to remove the student. This will result in immediate dismissal from the program.

Below are examples of violations. Please [see this link](#) for the spreadsheet of specific violations and offenses. This document and spreadsheet can be updated at any time and students will be notified of changes as they occur.

Clinical and Lab Violations:

Safety (Patient and Radiation)

- Failure to practice radiation safety protocols specific to a clinical agency
- Falling asleep in clinical or lab
- Inaccurately applies lead markers and mislabels radiographic images
- Failure to demonstrate knowledge of radiographic technique selection appropriate to the exam
- Student repeats image without technologist present
- Students must wear lead aprons and thyroid collar during all portables, c-arm, and fluoroscopic procedures
- Failure to limit excessive radiation exposure to patients.
- Student images the wrong body part or patient
- Failure to ask about pregnancy in patients in childbearing years.
- Failure to understand and apply the concept of radiation safety in exams.
- Students must not hold image receptors or patients during any radiographic procedure.
- Misuse of radiation monitoring devices.
- Failure to wear dosimetry badges in the clinical settings
- Dosimetry badges not presented for readings on time
- Student loses dosimeter
- Images are not reviewed by technologist
- Student releases patient before technologist approval
- Student is not under the supervision of a technologist when imaging a patient
- Student images patient without direct supervision when not clinically competent
- Student is not directly supervised during surgical and all mobile, including mobile fluoroscopy procedures.
- Students must be directly supervised in all fluoroscopy cases
- Failure to notify program of updated MRI screening form.
- Failure to adhere to MRI safety protocols.
- Used fluoroscopy to locate or position anatomy for any examination in any clinical setting.
- Students may not remove cervical collars, monitoring devices, traction, bandages or splints.
- Injected IV contrast without direct supervision of an ARRT-R technologist that works for the clinical site.
- Gave medication or treatment to patients except for contrast agents and only with direct supervision and approval of a technologist or physician.
- Failure to be directly supervised in MRI suite.

Professionalism, Communication, and Ethics

- Unethical practice and/or decision making
- Unprofessional and/or disrespectful behavior, attitude, language to patients, staff, students, or others
- Gossiping with or about students and/or technologists
- Failure to complete clinical documentation for clinical site or program.
- Lack of preparation and/or organization
- Failure to handle complex exams as they progress through the program.
- Failure to demonstrate initiative and willingly participates in rotation and in the workflow of the department
- Failure to accept the role of the learner and a willingness to be guided by faculty and/or hospital staff
- Failure to demonstrate good patient care skills
- Unacceptable clinic time utilization and efficiency
- Difficulty following appropriate chain of command
- Inability to communicate effectively and professionally with patients, faculty, and/or staff
- Refusal to complete competencies or rechecks on patients.

- Bringing a child to clinical, lab, or class
- Failure to follow dress code
- Failure to have ID markers
- Obtaining competencies outside of clinical hours
- Copying radiographic images from clinical sites
- Policy not followed on how to call off clinical
- Tardy Fall/Spring Semester
- Tardy Summer Semesters
- Student leaves clinical site early unless approved by faculty
- Absence from scheduled clinic (no call/no show)
- Not adhering to scheduled clinical times
- Not giving 24 hour notice of use of personal time
- Students are expected to be punctual and prepared to participate in labs and clinical
- Excessive Trajecsyst errors
- Student is using personal electronic devices at clinical
- Student is using clinical computer and phone for personal use.
- Failure to follow military policy
- Fills out a QR code evaluation on another student or themselves.
- Phantoms and equipment must be handled with care and treated with respect.

Critical Thinking and Self-Reflection

- Difficulty displaying critical thinking and knowledge application in patient care and clinical setting
- Difficulty problem solving
- Difficulty self-reflecting on performance and assuming responsibility for professional actions and care based on accepted theories, research, and accepted standard of care
- Difficulty evaluating consequences of own actions
- Failure to identify errors related to positioning, techniques, and/or image artifacts
- Failure to demonstrate knowledge of how to correct the error prior to the repeat exposure

Miscellaneous

- If a student is removed from a clinical site due to disciplinary reasons, the student will receive -30 professional point deductions.
- Before the last semester of the program, if a student does not successfully complete their competencies for that particular semester, the student will be out of progression and receive -30 violation points. Students may receive an "I" incomplete in a course upon approval from the Program Director if a student does not successfully complete their competencies, which can be completed in the next semester. This is for extenuating circumstances only.

Academic Misconduct

- Failure to uphold ARRT Standard of Ethics
- Falsification of records for program
- Cheating during any didactic or clinical evaluation process.
- Sharing test information present or past
- Disrespect for property and instructional material. This includes but is not limited to:
 - -Defacing or destroying instructional materials, including software.
 - -Defacing or destroying University or personal property, or any written material other than one's own.
 - -Removing information, mail, or property from mailboxes or lockers that are not one's own.
 - -Falsifying or defacing transcripts, evaluation forms, or other official documents.
- Lack Academic integrity. This includes but is not limited to:
 - -Cheating on an examination or other assignment
 - -Unauthorized assistance on an examination or assignment

- -Unauthorized access to an examination
- -Plagiarism
- -Facilitation of cheating or plagiarism by another
- -Failure to report known instances of cheating
- -Falsifying clinical hours
- -Falsifying client records either through acts of omission or commission

Personal Misconduct

- Failure to uphold ARRT Standard of Ethics
- The use of intoxicating beverages and/or illegal drugs during a Radiography Program educational function; attending a Radiography Program educational function appearing as if still under the effects of an intoxicating beverage and/or illegal drugs.
- Conduct unbecoming of a professional person, which includes: Insubordination; dishonesty, cheating; theft; fighting on the premises; leaving the premises during on-duty hours; abuse or mishandling of a patient; falsification of facts; incompetence; poor attitude toward patients, authority, or cohorts; disruption of the educational environment during didactic classes, clinical laboratories, and clinical experience; and presence in unauthorized areas of the hospital.
- Inappropriate behavior which violates clinical site policies or ARRT Code of Ethics.
- Students violating HIPAA or other regulations involving confidentiality will be suspended immediately and the incident will be investigated.
- Unsafe Clinical Practice such as failure to follow radiation safety policy, failure at communicating resulting in poor patient care, lack of transfer of knowledge, and/or lack of competence in clinical skills
- Lack of respect for all individuals. This includes but is not limited to:
 - -Expressing racial, sexual, sexist, or religious slurs.
 - -Committing racial or sexual harassment.
 - -Using inappropriate, offensive or threatening language.
 - -Criticizing another inappropriately or unprofessionally with the intention to belittle, embarrass, or humiliate.
 - -Requiring a colleague to perform personal services.
 - -Committing physical acts of violence or threats of violence.
 - -Manipulating field placement schedules for one's own benefit.
 - -Failing to comply with a reasonable request or instruction from faculty, staff, or administrators.
 - -Using computer e-mail or internet in a harassing or libelous manner.
- Inappropriate handling of information, records, or examination materials; respect for client confidentiality and safety. This includes but is not limited to:
 - -Unauthorized access to a test.
 - -Giving or receiving any information except as allowed by the teaching faculty during the course of an exam.
 - -Plagiarizing, forging, or falsifying academic records, financial aid information, client records, research, or scientific data.
 - -Tampering with examination material, or any dishonesty in connection with an examination.
 - -Abusing computerized information or technology.
 - -Failing to ask for assistance from appropriate faculty or staff when needed.
 - -Writing offensive or judgmental comments in the client's chart.
 - -Sharing medical or personal details of a client with anyone other than health professionals.
 - -Engaging in discussion about a client in public areas.
- Improper representation as a Vera Z Dwyer School of Health Sciences professional. This includes but is not limited to:
 - -Misrepresenting oneself as a licensed professional rather than a student of the School.
 - -Exhibiting personal appearance that gives the impression of uncleanness or carelessness.
 - -Failing to maintain professional composure during stressful circumstances.
 - -Engaging in an inappropriate relationship with clients or their family members.

- -Using alcohol, drugs, or other controlled substances inappropriately or in violation of the law, or in a way that could affect the quality of client care or academic performance."
- "Disrespect for laws, policies, and regulations (on or off campus). This includes but is not limited to:
 - -Disobeying federal, state, or local laws and ordinances.
 - -Disregarding or acting contrary to institutional regulations and policies.
 - -Refusing to provide information or testify in an investigation of a violation of the Code.
- Deliberate damaging or mishandling of equipment in classroom, lab, or clinical setting.

Didactic Violations (per course)

Behavior/Accountability

- Late assignments
- Incomplete assignments
- Tardiness
- Absenteeism - multiple
- Unexcused Absence
- Lacks preparation for software, hardware, or class activities

Professional Behavior

- Attitude/language
- Difficulty demonstrating ethical and professional behavior
- Difficulty following appropriate chain of command
- Bringing a child to class

Communication

- Inappropriate interaction/online etiquette
- Delayed/lack of response to email: over two business days
- Inappropriate/incomplete documentation

Good Standing

- Difficulty displaying evidence of meeting or maintaining a minimum grade average
- Difficulty maintaining a minimum average requirement on exams
- Difficulty in meeting course objectives/competencies/requirements/outcomes

Miscellaneous

- If a student is found cheating on an exam and after the Office of Student Conduct reviews and determines the allegation is verifiable, a sanction will be imposed of a zero "0" for their exam score and the student will be dismissed from the radiography program.
- If a student is found cheating on quizzes or assignments and after the Office of Student Conduct reviews and determines the allegation is verifiable, a sanction will be imposed of a zero "0" for their quiz or assignment score.

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