

<b>Name of Policy:</b>	<u>Code of Conduct</u>	 <p><b>Effective Date:</b> 5/1/2023</p> <p>Initial Effective Date: 7/19/1999</p>
<b>Policy Number:</b>	3364-135-025	
<b>Department:</b>	Radiology	
<b>Approving Officer:</b>	Chief Operating Officer - UTMC	
<b>Responsible Agent:</b>	Chairman & Professor, Radiology	
<b>Scope:</b>	Radiology	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

All employees within the Department of Radiology must comply with the Standards of Conduct outlined below.

**(B) Purpose of Policy**

To provide employees with a list of expected compliance issues.

**(C) Procedure**

1. All new employees must attend an UTMC “Orientation” In-service.
2. A Department Orientation will begin within two weeks of employment.
3. All employees must complete a Department Orientation packet, which is signed upon completion and filed.
4. All employees are responsible to adhere to the hospital dress code.
5. All employees must clock in and out, as outlined in the AFSCME contract.
  - Never falsify your timecard or punch in/out for another employee.
6. All employees must have annual performance evaluations.
7. Employees must successfully pass competency testing once a year.
8. All employees must be familiar with the Department and UTMC Corporate Compliance plan and review it annually.
9. Employees must be responsible to show proof of valid registry/license and/or inform his/her employer of any time that their license/registry is not current or valid.
10. Technologist must follow the ethics of the ARRT, ARDMS, NMTCB (whichever applies).

