

UHC RADIOLOGIC TECHNOLOGY PROGRAM

FAIR TREATMENT PROCEDURE

Because we are all human and live and work in a complex society, problems and differences of opinion may arise from time to time. So that differences can be resolved fairly and quickly, you are encouraged to use the Radiologic Technology Program's Fair Treatment Procedure:

- ◆ Talk the problem over with the faculty member or clinical supervisor within three (3) school days of the time the problem occurred. The faculty member will give you an answer within three (3) school days from when the problem was discussed. If you don't get an answer or if you are not satisfied with the response, you have the right to go to your Program Director with the problem.
- ◆ To take this step, present your problem in writing and give it to your Program Director within three (3) school days after you receive your initial reply. Your Program Director then has three (3) school days to respond to the problem in writing. If you do not receive an answer or still are not satisfied, you may take the problem to the Chair of the Department of Health Sciences within three (3) school days after receiving your Program Director's reply.
- ◆ For this step, you must present your written problem to the Chair of the Department of Health Sciences who will have five (5) school days to resolve the problem or provide a written reply. Again, if you do not receive a reply or still are not satisfied, you may present your written problem to the Dean of Nursing and Health Sciences.
- ◆ After you take this step, the Dean of Nursing and Health Sciences will have five (5) school days to resolve your problem or provide a written reply. At this time, you will be told of the decision in your case. This decision, which will be based on all facts presented, is final and binding.

You will not be harassed, reprimanded, or punished by anyone for using the Fair Treatment Procedure. At any time you fail to provide your explanation in writing in a timely fashion this will be construed as desire to stop the fair treatment process.