MIDWESTERN STATE UNIVERSITY

Master of Science in Radiologic Science
Administration Major --- Education Major --- Radiologist Assistant Major
Handbook

Revised: 2015

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**GRADUATE FACULTY**  – (See CVs in Appendix H)

**James Johnston**, PhD, RT(R)(CV), Associate Professor  
Dean College of Health Science and Human Services  
Bridwell Hall, Room 210  
Office telephone: 940-397-4608  
E-mail: james.johnston@mwsu.edu

**Jeff Killion**, PhD, RT(R)(QM), Associate Professor  
Radiologic Sciences Chair  
Graduate Coordinator  
Bridwell Hall, Room 201F  
Office telephone: 940-397-4679  
E-mail: jeff.killion@mwsu.edu

**Kevin Clark**, EdD., RT(R), Assistant Professor  
Bridwell Hall, Room 212  
Office telephone: 940-397-4062  
E-mail: kevin.clark@mwsu.edu

**Vicki Sanders**, MSRS, RRA, RT(R)(CV) Assistant Professor  
RA Program Clinical Coordinator  
Bridwell Hall, Room 201D  
Office telephone: 940-397-4083  
E-mail: victoria.sanders@mwsu.edu

**Lynette Watts** PhD., RT(R), Assistant Professor  
Bridwell Hall, Room 201 E  
Office telephone: 940-397-4833  
E-mail: lynette.watts@mwsu.edu

**ADJUNCT GRADUATE FACULTY**

**Rebecca Lamberth**, MSRS, RT(R), (MR) RSO  
E-mail: beckylamberth@yahoo.com

**ADJUNCT GRADUATE CLINICAL FACULTY**

**Richard Redd**, MD, Col, MC  
Radiologist

**Bill Tidmore**, MD  
Radiologist

**RA PROGRAM MEDICAL ADVISOR**

**Richard Redd**, MD, Col, MC  
Radiologist

**STAFF**

Toll Free 866-575-4305  
Courtney Snyder  
Bridwell Hall, 201C  
Office Telephone: 940-397-4575  
email: courtney.snyder@mwsu.edu
INTRODUCTION

This handbook is designed to provide information concerning policies and procedures to students in the Master of Science in Radiologic Science (MSRS) degree program at Midwestern State University (MSU). Changes or revisions to the material contained in this document will be announced by the faculty. Enrolled students should check the MSRS Website

http://mwsu.edu/academics/hs2/radsci/msrs/index
http://mwsu.edu/academics/hs2/radsci/ra/index

for revisions and updates. This handbook will be helpful to students in the program and to others who may wish to enroll. For general MSU policies, see the MSU student handbook and catalog.

The information in this handbook is current at the time it is printed. However, policies, guidelines, and procedures are subject to change without notice. Final interpretation of program policies and procedures will be made by the Chair of Radiologic Sciences.

ANTI-DISCRIMINATION STATEMENT

The MSRS program, as a part of MSU, is an equal opportunity / affirmative action entity that complies with all Federal and Texas laws, regulations, and executive orders regarding affirmative action requirements in all programs and policies. The MSRS program does not discriminate against any individual because of age, race, creed, color, sex, national origin, or handicap.

SPECIAL NEEDS

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Office of Disability Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The ODS has assistive devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations on the basis of disability must register with the Office of Disability Services in the Counseling Center, Clark Student Center Room 108. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and/or assistance will be provided by the Office of Disability Services for resolution. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The director of the Counseling Center services as the ADA Coordinator may be contacted at (940) 397-4618, TDD (940) 397-4515, or 3410 Taft Blvd., Clark Student Center Room 108.
PROGRAM MISSION STATEMENT

The mission of the MSRS program is to prepare students to be leaders in the areas of education, administration, and advanced clinical practice in the radiologic sciences. The learning outcomes of the MSRS Program are:

1. MSRS students will be adequately prepared to function as leaders in the profession. MSRS RA students will be adequately prepared to enter and function in an advanced clinical role as Radiologist Assistants.
2. MSRS students will pursue education in addition to the MSRS Program.
3. MSRS students will develop professionalism through advanced scholarly productivity.

PROGRAM DESCRIPTION

MSU offers the first discipline-specific MSRS degree of its kind in the United States, with three majors: Radiologic Education, Radiologic Administration, and Radiologist Assistant (RA). The MSRS program features a holistic approach to graduate education with options for specialization, providing a natural transition for working technologists interested in advancing to higher levels of administration, education, or advanced clinical roles.

This program provides opportunities for radiologic administrators, radiologic educators, and radiologist assistants, regardless of their location. The unique curriculum design permits working professionals to complete the degree with minimal on-campus requirements while preserving the benefits of face-to-face contact with fellow graduate students. Courses offered during fall and spring semesters, generally require only two visits to MSU. Summer courses include assignments to be completed before and after a single visit to campus. Most of the course requirements are completed independently and coordinated electronically. A limited number of master’s level courses are available online. Students pursuing an RA major have additional extensive clinical requirements.

Competitive scholarships are available to qualified applicants and for students in Academic Common Market states there is an established mechanism to waive out-of-state tuition fees. Refer to the section on Financial Aid and Scholarships.

Students benefit from the diverse experiences of their colleagues. Approximately 95 students are enrolled in the program from all over the United States and several foreign countries. All Radiologic Science disciplines and modalities are represented in the student population including radiography, radiation therapy, nuclear medicine, and sonography.

The highly qualified and enthusiastic program faculty have advanced degrees, many combined years of practical experience in the field and are very active leaders in Radiologic Sciences.

The MSRS degree program includes graduate level radiologic science core courses, track courses, and elective courses. RA majors also have clinical preceptorships. All students must successfully complete the core courses. Track courses offer advanced educational experiences in administrative, educational, or advanced clinical procedure areas. MSU offers elective courses reflective of current issues and trends in radiologic science. With approval from the MSU MSRS Graduate Coordinator, students may transfer up to six credit hours of graduate course work completed at other institutions.

Radiologist Assistant
A radiologist assistant (RA) enhances patient care by extending the capacity of the radiologist in the diagnostic imaging environment. The RA performs patient assessment, patient management, fluoroscopy, and other radiology procedures. This new health care professional also makes initial observations of diagnostic images, with official interpretations and final written reports being provided by supervising radiologists (as defined by the American College of Radiology (ACR) Standard for Communication: Diagnostic Radiology).
### EDUCATION MAJORS AND ADMINISTRATION MAJORS
**THESIS OPTION (RADS 6983, RADS 6993)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Core Courses</td>
<td>4 Courses RADS 5013, 5023, 5003, 5033</td>
<td>12</td>
</tr>
<tr>
<td>Major Courses</td>
<td>3 Courses Education Track or Administrative Track Evidence Based Project Course</td>
<td>10</td>
</tr>
<tr>
<td>Online Electives</td>
<td>2 Courses RADS 6553 Statistics RADS 6443 Survey Design</td>
<td>6</td>
</tr>
<tr>
<td>Thesis Preparation</td>
<td>2 Courses RADS 6983, 6993 (can be repeated)</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>34</strong></td>
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### RADIOLOGIST ASSISTANT MAJORS
**THESIS OPTION (RADS 6983, RADS 6993)**

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<tr>
<td>Core Courses</td>
<td>4 Courses RADS 5013, 5023, 5003, 5033</td>
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</tr>
<tr>
<td>Major Courses</td>
<td>1 RA Patient Interactions 5 RA Procedures Courses 5 RA Clinical Courses</td>
<td>38</td>
</tr>
<tr>
<td>Thesis Preparation</td>
<td>2 Courses RADS 6983, 6993 (can be repeated)</td>
<td>6</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>56</strong></td>
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**EDUCATION MAJORS AND ADMINISTRATION MAJORS**
**NONTHESES (RESEARCH PROJECT) OPTION (RADS 6773)**

<table>
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<tr>
<td>Major Courses</td>
<td>3 Courses Education Track or Administrative Track Evidence Based Project Course</td>
<td>10</td>
</tr>
<tr>
<td>Online Electives</td>
<td>4 Courses including: RADS 6553 Statistics, RADS 6443 Survey Design (6 hours must be in Radiologic Science)</td>
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<tr>
<td>Research Project</td>
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<td><strong>TOTAL</strong></td>
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**RADIOLOGIST ASSISTANT MAJORS**
**NONTHESES (RESEARCH PROJECT) OPTION (RADS 6773)**

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<th>Category</th>
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<tr>
<td>Major Courses</td>
<td>1 RA Patient Interactions 5 RA Procedures Courses 5 RA Clinical Courses</td>
<td>38</td>
</tr>
<tr>
<td>Research Project</td>
<td>1 Course RADS 6773</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>53</strong></td>
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* Recommended Option

Students have up to six (6) years from enrollment in the first radiologic science graduate course to complete the degree requirements. Courses more than six (6) years old can not be included on a degree plan. If a program of study takes more than six (6) years, students will have to repeat the courses taken more than six (6) years earlier.

In addition to enrollment in standard graduate courses, students benefit from a practicum (education / administration) focused on their areas of interest or clinical (RA) experiences and develop research competencies through preparation of a thesis or research project.

Students need reliable access to computer technology including Internet and email services, as well as standard word processing programs. Students can refer to MSU Distance Education guidelines for generic technology advice or contact program faculty for technology recommendations specific to a particular course.
GRADUATE COMPETENCIES

Graduates of the MSRS program (radiologic administration, radiologic education, radiologist assistant majors) should be able to:

- Use knowledge of current and future trends and well-developed skills to administer a radiologic department, educate in a radiologic sciences program, or perform advanced clinical procedures;
- Use critical thinking strategies and communication skills to develop an ethical and legal framework for the resolution of concerns and issues in radiologic and health-related problems in administration, education, or practice;
- Demonstrate leadership skills and knowledge of the political process to effect change within administration, educational, or practice settings;
- Evaluate, design, and conduct research studies for the improvement of radiologic science administration, education, or practice;
- Demonstrate a sound academic foundation to support life long learning and to prepare for future matriculation to post-masters or doctoral programs.

ADMISSION TO THE MSU MSRS PROGRAM – ALL MAJORS

Application for admission to the Midwestern State University graduate program in radiologic sciences is made to the:

Radiologic Sciences Graduate Coordinator
Midwestern State University
3410 Taft Boulevard
Wichita Falls, Texas 76308-2099
Toll Free: 866-575-4305

The graduate coordinator will provide the applicant with all necessary application materials upon request. To be eligible for program admission consideration, candidates must meet the following criteria:

- Hold credentials in one of the medical imaging modalities or radiation therapy and have at least one year's experience
- Hold a BSRS or BSRT. Candidates who have appropriate credentials with other degrees will be considered on an individual basis
- Complete a basic undergraduate research or statistics course (3 semester hours) prior to or concurrent with RADS 5003, Research Methods. MSU offers two undergraduate courses online that will satisfy this requirement: RADS 3503 Research and RADS 4123 Statistics.
- Satisfy the admission criteria for MSU.

The application packet must include all of the following:
- Completed application to the MSRS Program (online application form)
- Completed application to MSU (printed application form)
- Official transcripts from ALL colleges or universities attended
- Graduate Record Exam (GRE) scores or equivalent
ADDITIONAL ADMISSION INFORMATION FOR RADIOLOGIST ASSISTANT MAJORS

RA students start taking RA procedures courses and RA clinical courses in the summer session. BEFORE RA students can participate in any RA clinical Courses, they must have faculty approval AND meet the following criteria – there are NO exceptions to these requirements. Students can NOT progress through the RA program without taking the RA clinical courses.

RA students must:

- Provide documentation of ARRT Certification in Radiography. While having a working knowledge of sectional anatomy, vascular procedures, and other imaging modalities is helpful, the RA curriculum is based on general diagnostic radiography clinical practice. Applicants must have a working knowledge of general diagnostic radiography procedures. [current ARRT card – Radiography].

- Provide documentation of two (2) years of clinical experience within the previous ten (10) years. [Letters from Appropriate Employers / Human Resource Departments].

- Provide documentation of personal Medical Insurance. [current insurance card]

- Pay for liability insurance. The RA program has a policy that covers RA clinical courses. Students will submit payment to the department secretary for coverage before they begin clinical courses.

- Pass criminal background checks and drug screening.

- Clear with MSU Vinson Health Center their compliance with Texas Mandated Immunizations.

- Provide documentation of current ACLS Provider status. [current ACLS card].

- Successfully complete RADS 5043 Patient Interactions. This course is offered during the spring semester and may be counted as a MSRS elective for the administration or education major if the student does not continue in the RA major.

- Provide documentation of the Radiologist Preceptor Agreement with the Radiologist Preceptor / Group. Although one radiologist will be identified as the preceptor, it is better for students to develop an arrangement with a group of radiologists rather than an individual radiologist. The students, their preceptors, and the clinical facility need to be aware of the variety and quantity of procedures and the quantity of clinical hours required. The Preceptor Agreement has to be approved and accepted by the MSU faculty.

- Provide documentation of the Clinical Affiliation Agreement with the Clinical Facility. The students, their preceptors, and the clinical facility need to be aware of the variety and quantity of procedures and the quantity of clinical hours required. The Clinical Facility Agreement has to be approved and accepted by the MSU faculty.

- Have faculty approval following an interview.

The MSU RA Program reserves the right to adjust its degree requirements to ensure safe professional practice and to satisfy the American Registry of Radiologic Technologists (ARRT) eligibility requirements for certification.
Financial Aid & Scholarships

Students interested in financial aid should consult the Graduate Bulletin and contact the MSU Financial Aid Office 940-397-4214. Students must demonstrate satisfactory academic progress to remain eligible for financial aid and program scholarships. Students are encouraged to investigate external funding such as support from professional, religious, or civic organizations.

Competitive scholarships may be available to qualified applicants. Interested students should contact the MSRS Graduate Coordinator for information on scholarship application criteria and availability of funds. Students who terminate enrollment during a semester may be required to reimburse scholarship funds to MSU. The amount of reimbursement will be determined at the time of termination. Students who exit the program and return, may have limited opportunities to receive scholarship funding.

Admission Status Classifications

Students must meet the general admission requirements for graduate study prescribed in the most recent edition of the MSU Graduate Catalog for descriptions of Unconditional Admission, Conditional Admission, and Conditional Admission by Review. (2008-2010 MSU Graduate Catalog)

Previous Master's Degree

An applicant who has earned a master's or higher degree from a regionally accredited institution of higher education may be accepted on the basis of such degree. Determination of conditions, if any, will be made by the Graduate Coordinator.

PROGRESSION POLICY

Satisfactory Student Progression

Graduate students are expected to do uniformly high quality work on all MSRS course work pursued (course grades of A or B). Only grades of A or B are acceptable for graduate courses transferred from another university.

Graduate students may earn a grade of C on one or two graduate courses and be allowed to remain in the MSRS program as long as their cumulative grade point average remains 3.0 or higher. If a graduate student earns a grade of C on more than two graduate courses, the student will be dismissed from the MSRS program. Any grade below a C will also result in dismissal from the MSRS program.

ATTENDANCE POLICY

Because of the unique distance learning format for this program, students must be present for both weekends to receive a passing grade in any didactic course which includes on-campus hours. There are no exceptions to this policy. Timeliness when attending classes is required and may result in grade reduction or dismissal from the program if not followed.
GRADE SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>100 - 90</td>
</tr>
<tr>
<td>B</td>
<td>89 - 80</td>
</tr>
<tr>
<td>C</td>
<td>79 - 70</td>
</tr>
<tr>
<td>D</td>
<td>69 - 60</td>
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<tr>
<td>F</td>
<td>59 and below</td>
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Administrative Process:
Unresolved issues related to this course should be first addressed between the student and the course instructor. If there is no resolution, students must follow this sequence:

Department Chair/Graduate Coordinator – Dr. Jeff Killion (940-397-4679)
College Dean – Dr. James Johnston (940-397-4594)
Dean of Students – Matthew Park (940-397-7500)

INCOMPLETES

Incomplete grades are only awarded at the discretion of the instructor and only if the student requests the incomplete grade prior to the end of the semester when the grade is due. Incomplete grades are not awarded for lack of attendance. Taking an incomplete option may result in a lower grade. Removal of an “I” grade follows the University policy stated in the MSU Graduate Bulletin. Generally, students have up to ninety (90) days in the subsequent regular semester (fall or spring) to satisfy course requirements and convert the “I” into a permanent letter grade.

Students may not request incompletes if there are outstanding incompletes from previous semesters.

CREDIT TRANSFER

Students wishing to transfer course(s) from another institution must have official transcripts indicating successful completion of course(s) forwarded to the Office of the Registrar and the MSRS Graduate Coordinator’s office for evaluation.

A maximum of six (6) semester hours of approved residence graduate work from another accredited graduate school may be accepted for credit upon approval of the MSRS program prior to registration. Prior to approval the student wishing transfer credit should also submit the course syllabus or course description and content outline for evaluation.

ACADEMIC DISHONESTY

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this program. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, he/she should ask the instructor for clarification.

By enrolling in this program, the student expressly grants MSU a "limited right" in all intellectual property created by the
student for the purpose of this course. The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and for educational purposes. Specifically, faculty may submit student papers and assignments to an external agency to verify originality and authenticity, and to detect for plagiarism.

Cheating includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or (3) the acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to, the use of, by paraphrase or direct quotation without correct citation in the text and on the reference list, the published or unpublished works of another person. Students may NOT submit papers and assignments that they have previously submitted for this or other courses. The use of materials generated by agencies engaged in "selling" term papers is also plagiarism. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism. Student papers and other assignments may be submitted by the faculty to an external agency for verification of originality and authenticity.

THESIS AND NON-THESIS (RESEARCH PROJECT) OPTIONS

MSRS students must write either a Thesis or Research Project as part of the degree requirements. Students should discuss these options with the graduate advisor before making a decision because post-graduate plans influence the appropriate selection.

Specific steps and requirements for both the thesis option are published in the MSU Graduate Bulletin. The MSRS program also has additional specific guidelines for completion of these documents. It is the responsibility of the student to know and follow all MSU and MSRS requirements and steps to fulfill the degree requirements. When appropriate to their projects, students must obtain appropriate consent forms and comply with the MSU Human Subjects Review Committee (HSRC). All documentation must be on file with the MSRS program graduate secretary.

http://www.mwsu.edu/irb/

MSRS Thesis

A thesis for the Master of Science in Radiologic Science degree demonstrates capability for master’s degree level writing. The thesis should demonstrate the student’s ability to gather information from a variety of resources and synthesize it into a meaningful document. It should highlight a point of interest from a new perspective, introduce a new methodology or protocol, or deliver some message for practitioners. It must meet the requirements of quantitative or qualitative research and may require experimental or survey research or a comprehensive review and analysis of literature. It should have academic rigor sufficient to warrant consideration by a peer-reviewed publication.

Thesis topics must be related to the students’ major in the Radiologic Science Program. For example, education major students should write about an education-related topic, management major students should write about a management-related topic, and radiologist assistant major students should write about an advanced clinical practice topic.

Graduate students who select the thesis option are required to complete at least two (total of six credit hours) thesis preparation courses (RADS 6983, RADS 6993). Students must allow plenty of time for research, writing, submission, faculty review, revisions, second faculty review, etc.

Additional information regarding the thesis is found in the academic requirements section of the MSU Graduate Bulletin.
The following guidelines will help students complete a thesis:

- Prior to enrolling in the first thesis course (RADS 6983), students must collaborate with the Graduate Advisory Committee (GAC) Chair on the thesis topic and prepare a one-page proposal. The thesis proposal should demonstrate knowledge of and interest in an issue related to radiologic sciences. The proposal will include topic description, research questions, and methodology and must be approved by the students’ GAC before the students proceed.
- If necessary, students will identify and comply with current MSU Human Subject Review Committee (HSRC) requirements and guidelines. All forms and supporting documentation will be collected and reviewed by the students and their GAC chairs. If indicated, students must have HSRC approval to proceed with their research.
- The thesis is to be prepared in accordance with the guidelines of the current Publication Manual of the American Psychological Association.
- Students should work closely with their GAC to develop the thesis and conduct research.
- By the end of the first thesis course (RADS 6983), students should submit to the GAC the first three thesis chapters: (1) Introduction, including research question, (2) Literature Review, and (3) Methodology including hypotheses.
- By the end of the second thesis course (RADS 6993), students should complete the final two chapters: (4) Results and (5) Discussion.
- At least six (6) weeks before the date of expected graduation students must present a reading copy of the thesis to the GAC.
  - The reading copy will include all five chapters.
  - At least thirty-five (35) calendar days before anticipated graduation, students will provide a final reading copy of the thesis to the GAC.
  - In collaboration with the GAC chair, students will schedule a thesis defense at least twenty-one (21) calendar days before anticipated graduation. During the defense, students should be prepared to conduct a formal presentation of the thesis and respond to any questions from the committee.
  - At the conclusion of the defense the GAC, will provide feedback to students with either an unconditional or conditional approval. An unconditional approval indicates completion of RADS 6993. Students who receive a conditional approval must make all recommended changes within one week.
- Once students make recommended changes and the GAC has approved the thesis, one copy must be presented to the Dean for approval. The Dean will have one week to make recommendations. All revisions or modifications suggested by the Dean must be completed before subsequent copies are made.
  - Once the Dean’s revisions or modifications are complete, the student must submit three copies of the final thesis to the Office of the Vice President for Academic Affairs with the cover sheet signed by the members of the GAC and Dean. The cover sheet /signature page must be the same type of paper as the rest of the thesis.
  - All copies must be submitted to the Office of the Vice President for Academic Affairs no later than two weeks before the end of the semester in which all degree work is completed.
- One copy of the thesis must be bound and maintained in the Radiologic Sciences Program / College of Health Sciences.
- Enrollment is required each long term (fall and spring) and one summer term each year until the thesis is successfully defended. A one-semester leave of absence may be granted by the graduate coordinator. After the completion of RADS 6983 and RADS 6993 the first time, all subsequent thesis preparation courses until the thesis defense will be classified as RADS 6993.
A research project for the Master of Science in Radiologic Science degree demonstrates capability for master’s degree level writing. The project should demonstrate the student’s ability to gather information from a variety of resources and synthesize it into a meaningful document.

Research project topics must be related to the students’ major in the Radiologic Science Program. For example, education major students should research an education-related topic, management major students should research a management-related topic, and radiologist assistant major students should research an advanced clinical practice topic.

Research projects may be a significant extension of work previously completed as a course requirement, but students should understand that research projects represent substantially more effort than a course paper. The research project is to be prepared in accordance with the guidelines of the current Publication Manual of the American Psychological Association.

It should highlight a point of interest from a new perspective, introduce a new methodology or protocol, or deliver some message for practitioners. It does not need to meet the requirements of a research thesis and does not need to include experimental research, but it should have academic rigor sufficient to warrant consideration by a peer-reviewed publication.

Students must submit research project questions and outlines and gain approval from the RADS 6773 Course Instructors. Students must allow plenty of time for research, writing, submission, faculty review, revisions, second faculty review, etc. Typically students require more than one semester to complete their research projects. If final versions of the project are not approved by twenty (20) days before the end of a semester, chances are slim that the project will be completed that semester, and students should request a grade of incomplete. Graduate students have ninety (90) days into the next long semester before the grade of incomplete will convert to a grade of F.

Students must satisfactorily complete this research project requirement prior to graduation. A copy of the approval page will be sent to the Office of the Registrar and Admissions to verify completion of the paper.

Examples of research projects:

For an education major,

The research project could compare teaching techniques and would include a background description of how teaching techniques have evolved and the challenges of teaching radiologic science content to the current profiles of students. The next section would describe different question item types. The final section would analyze the appropriateness of different question item types to specific course content and for specific groups of students. This project would depend heavily on a review of the literature.

For an administration major,

The research project could focus on middle management motivation would require a historical perspective on changes for radiology middle managers over the past ten years including the reasons they may or may not be motivated. The next section would analyze the efficacy of several established motivators when applied in a typical radiology department. A small-scale survey of radiology managers would enhance this project. The final section would report the findings of the survey and include recommendations for effective middle management motivators.
For a radiologist assistant major,

The research project could focus on the impact of radiologist assistants for medical imaging delivery. It would require a description of advanced clinical roles. The next section would analyze the advantages and disadvantages when applied in a typical radiology department. A small-scale survey of services provided by radiologist assistants would enhance this project. The final section would report the findings of the survey and include recommendations for effective clinical practice.

PRACTICUM/EVIDENCE BASED PROJECT  
- FOR ADMINISTRATION MAJORS & EDUCATION MAJORS

RADS 5233 Administrative Radiology Evidence Based Practice (3 credits)  
Prerequisites: RADS 5003, 5013, 5023, 5033, 5103, 5124

RADS 5243 Radiologic Education Evidence Based Practice (3 credits)  
Prerequisites: RADS 5003, 5013, 5023, 5033, 5204, 5223

Practicum/Evidence Based Project Overview

In this course students will identify and complete an evidence based project within their area of concentration (education or administration). The design of the course affords students the opportunity to apply knowledge and skills obtained throughout the program to the planning, administration, and evaluation of a faculty approved project.

GRADUATION

All work offered toward a masters degree must be accomplished within a six (6) year period. The time period begins when the student enrolls in the first Radiologic Science graduate course.

Candidates for the Master of Science in Radiologic Science degree are required to:

- Successfully complete all required graduate courses with an acceptable cumulative grade point average (CGPA).
- Satisfactorily complete either a Thesis or Non-Thesis (Research Project) option.
- Pass a final comprehensive examination.
- Apply for graduation prior to the last semester or summer term before graduation by filing an Application for Graduation and paying the graduation fee at the Office of the Registrar and Admissions.
- Attend commencement exercises in December or May, unless approved by the MSU President for graduation in absentia. Academic regalia (cap, gown, and master’s degree hood) may be ordered through the MSU bookstore.
ADVISEMENT AND REGISTRATION

The MSU MSRS Graduate Coordinator will initially advise all new MSRS students about the program and specifically about sequencing of courses. Thereafter, students will be assigned to faculty advisors who will advise the students as they progress through the program. Faculty advisors may be the Graduate Coordinator or any member of the graduate faculty.

Students must register for and withdraw from courses before the deadlines designated by the University each semester. The MSRS Program will mail registration forms to previously enrolled continuing graduate students at least six weeks prior to the registration deadline.

TRAVEL & HOUSING

Students are encouraged to travel from the airports and room together during class seminar weekends. American Eagle services Wichita Falls Municipal Airport. There is no hotel van service for the local airport, but taxis are available. For other airlines, fly either to Dallas or Oklahoma City and rent a car. Both Dallas and Oklahoma City are about 120 miles from Wichita Falls. There is limited van shuttle service between Wichita Falls and Dallas Fort Worth.

MSU provides a variety of student services for graduate and undergraduate students, including housing when available. Graduate students who want on-campus dormitory housing on a temporary, periodic basis should contact Cathy Griffin in the Office of Housing (940) 397-4217. On-campus housing is most frequently available during the summer and not during fall or spring semesters.

Other affordable housing accommodations may be found at one of Wichita Falls motels. This URL for Wichita Falls includes a link for “Accommodations” http://www.wichitafalls.org/index.htm (some are "better" than others). The following is a partial list of motels closest to MSU (between Kemp and Maplewood):

- Fairfield Inn 940-691-1066 4414 Westgate
- Hampton Inn 940-692-1999 4217 Kemp
- Hawthorn Suites 940-692-7900 1917 North Elmwood
- Homewood Suites 940-691-4663 2675 Plaza Parkway
- Best Western 940-687-2025 4540 Maplewood Avenue
- Courtyard Wichita Falls 940-696-0010 3800 Tarry St.

FINAL COMPREHENSIVE EXAMINATION

For Administration & Education Majors:
At the completion of all required didactic course work, administration and education majors are required to pass written comprehensive examinations. The examinations are “closed book” and comprised of both objective and subjective type questions with the following point distribution: twenty (20) points each for the four core courses; ten (10) points each for the required track courses for a total of 100 points.

For Radiologist Assistant Majors:
A separate comprehensive examination is required for the RA majors. Additionally, the American Registry of Radiologic Technologists (ARRT) offers a national certification exam for Radiologist Assistants. The clinical activities
required by Midwestern State University will be updated as needed to comply with or exceed the American Registry of Radiologic Technologists (ARRT) certification standards. Successful completion of the ARRT exam qualifies the individual to use the professional credential R.R.A.

**On-Line Exam**

Students propose a computer site, examination appointment date and time, and a remote site proctor using the forms available from the MSRS Website.

The proctor will receive an examination password and open the exam in Desire2Learn (D2L) at the designated test time. Students have three hours to complete the exam.

The results will be reported as a Pass or Not Pass. If the student receives a Not Pass on the examination, he/she may repeat the examination the following semester. A student is allowed to repeat the examination twice before additional course-work is required.

**THE ACADEMIC COMMON MARKET**

The Academic Common Market (ACM) is an interstate agreement for sharing academic programs through an exchange of students across state lines. Students have access to selected programs not offered in their home states, without having to pay out-of-state tuition charges. Students living in the following states are eligible for the Academic Common Market: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia and West Virginia.

Students wishing to enroll in the ACM should follow these steps:

- The student must first be accepted for admission into the MSRS degree program at MSU.
- The student must then be certified as a resident of his/her home state. Each state has developed its own forms and procedures for certification. As long as the student remains enrolled, this certification will be valid. The student must contact his/her State Coordinator for the necessary forms and procedures for certification.
- After certifying the residency of an applicant, the State Coordinator sends a notice of certification to the student and to MSU.
- The MSU Institutional Coordinator makes arrangements so that the student is not charged out-of-state tuition fees.

Appendix E: Academic Common Market
Appendix A
FALL/SPRING START SAMPLE PROGRAM SCHEDULES
<table>
<thead>
<tr>
<th>PLAN A</th>
<th>PLAN B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Fall Semester (2015)</strong>&lt;br&gt;RADS 5013 Trends (3 hrs)&lt;br&gt;RADS 5023 Legal (3 hrs)</td>
<td><strong>First Spring Semester</strong>&lt;br&gt;RADS 5013 Trends (3 hrs)&lt;br&gt;RADS 5023 Legal (3 hrs)</td>
</tr>
<tr>
<td><strong>First Spring Semester (2016)</strong>&lt;br&gt;RADS 5204 Curriculum &amp; RADS 5223 Ed Admin (7 hrs)&lt;br&gt;or&lt;br&gt;RADS 5103 Mgt &amp; RADS 5124 Finance (7 hrs)</td>
<td><strong>Second Spring Semester (2017)</strong>&lt;br&gt;RADS 5204 Curriculum &amp; RADS 5223 Ed Admin (7 hrs)&lt;br&gt;or&lt;br&gt;RADS 5103 Mgt &amp; RADS 5124 Finance (7 hrs)</td>
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<tr>
<td><strong>First Summer (2016)</strong>&lt;br&gt;Online RADS 6443 Survey Design (3 hrs)&lt;br&gt;Online RADS 6553 Statistics (3 hrs)</td>
<td><strong>First Summer</strong>&lt;br&gt;Online RADS 6443 Survey Design (3 hrs)&lt;br&gt;Online RADS 6553 Statistics (3 hrs)</td>
</tr>
<tr>
<td><strong>Second Fall Semester (2016)</strong>&lt;br&gt;RADS 5003 Research (3 hrs)&lt;br&gt;RADS 5033 Leadership (3 hrs)</td>
<td><strong>Second Spring Semester</strong>&lt;br&gt;RADS 5003 Research (3 hrs)&lt;br&gt;RADS 5033 Leadership (3 hrs)</td>
</tr>
<tr>
<td><strong>Second Spring Semester (2017)</strong>&lt;br&gt;RADS 5233 Admin Rad Evidence-Based Proj (5 hrs)&lt;br&gt;or&lt;br&gt;RADS 5243 Educ Rad Evidence-Based Proj (5 hrs)&lt;br&gt;<strong>Plus Thesis RADS 6983 or Research Project (RADS 6773)</strong></td>
<td><strong>Second Summer</strong>&lt;br&gt;Elective (3 hrs)&lt;br&gt;Elective (3 hrs)&lt;br&gt;<strong>Plus Thesis RADS 6983 (if doing thesis)</strong></td>
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<tr>
<td><strong>Second Summer (2017)</strong>&lt;br&gt;Elective (3 hrs)&lt;br&gt;Elective (3 hrs)&lt;br&gt;<strong>Plus Thesis RADS 6993</strong></td>
<td><strong>Second Fall Semester</strong>&lt;br&gt;RADS 5233 Admin Rad Evidence-Based Proj (5 hrs)&lt;br&gt;or&lt;br&gt;RADS 5243 Educ Rad Evidence-Based Proj (5 hrs)&lt;br&gt;<strong>Plus Thesis RADS 6993 or Research Project (RADS 6773)</strong></td>
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</table>
### MSRS Program
Radiologist Assistant Program
Sample Completion Plan
Fall Start vs. Spring Start

<table>
<thead>
<tr>
<th>Semester</th>
<th>MSRS RA Fall Start</th>
<th>MSRS RA Spring Start</th>
<th>On Campus Trips</th>
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<tr>
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<td>5013 Trends</td>
<td>RA Leveling Courses*</td>
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<td>5023 Legal</td>
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<td>Spring</td>
<td>RA Leveling Courses*</td>
<td>5013 Trends</td>
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<td>5043 Patient Interactions</td>
<td>5023 Legal</td>
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<td>Summer</td>
<td>5153 Procedures I (Chest) 5174 Clinical I</td>
<td>5153 Procedures I (Chest) 5174 Clinical I</td>
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<tr>
<td>Fall</td>
<td>5003 Research I 5274 Clinical II</td>
<td>5003 Research I 5274 Clinical II</td>
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<tr>
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<td>5253 Procedures II (GI/GU) 5274 Clinical II</td>
<td>5253 Procedures II (GI/GU) 5274 Clinical II</td>
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<td>6773 Research Methods II 5374 Clinical III</td>
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<td>5453 Procedures IV (Invasive) 5474 Clinical IV</td>
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<td>5033 Leadership 5574 Clinical V</td>
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<td>5553 Procedures V (Pathways) 5574 Clinical V</td>
<td>5553 Procedures V (Pathways) 5574 Clinical V</td>
<td>2</td>
</tr>
</tbody>
</table>

*contact [Vicki Sanders](mailto:victoria.sanders@mwsu.edu) for more information about the RA Leveling Courses and Challenge Exams*
Appendix B
CLASS SCHEDULES
FALL SEMESTER 2015

Classes Start August 22 and end December 4, 2015 - See course syllabi for specific dates
If you will be graduating this fall you must apply for graduation by September 28, 2015. Click here for the Application for Degree site

Commencement December 12, 2015

NEW STUDENT ORIENTATION - Mandatory Attendance

Thursday, September 17, 9:00 am - 4:00 pm

RA Candidate Interviews
Thursday September 17 4:00 pm - ?

ON-CAMPUS REQUIREMENTS FOR ALL NEW MSRS MAJORS

Trends & Legal

<table>
<thead>
<tr>
<th>First Weekend</th>
<th>Fri, Sept 18</th>
<th>RADS 5013-190</th>
<th>Contemporary Trends</th>
<th>Dr. Watts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7:30 am – 7:30 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat, Sept 19</td>
<td>RADS 5023-190</td>
<td>Legal &amp; Regulatory</td>
<td>Dr. Killion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7:30 am – 7:30 pm</td>
<td></td>
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<tr>
<td>Sun, Sept 20</td>
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<tr>
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<td>7:30 am – 12:30 pm</td>
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<table>
<thead>
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<th>Second Weekend</th>
<th>Fri, Nov 20</th>
<th>RADS 5023-190</th>
<th>Legal &amp; Regulatory</th>
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<tr>
<td>Sat, Nov 21</td>
<td>RADS 5013-190</td>
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</tr>
<tr>
<td></td>
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<tr>
<td>Sun, Nov 22</td>
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<td></td>
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ON-CAMPUS REQUIREMENTS FOR SECOND YEAR MSRS MAJORS

Leadership & Research

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<th>First Weekend</th>
<th>Fri, Sep 11</th>
<th>RADS 5033-190 or RADS 5033-191</th>
<th>Leadership</th>
<th>Dr. Killion Dr. Watts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat, Sep 12</td>
<td>RADS 5003-190 or RADS 5003-191</td>
<td>Research Methods</td>
<td>Dr. Johnston Dr. Clark</td>
<td></td>
</tr>
<tr>
<td>Sun, Sep 13</td>
<td>RADS 5003-192</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7:30 am – 7:30 pm</td>
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</tr>
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<td></td>
<td>7:30 am – 12:30 pm</td>
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<table>
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<th>Dr. Killion Dr. Watts</th>
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<tbody>
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<td>Sat, Dec 5</td>
<td>RADS 5003-190</td>
<td>Research Methods</td>
<td>Dr. Johnston Dr. Clark</td>
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</tr>
<tr>
<td>Sun, Dec 6</td>
<td>RADS 5003-191</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>7:30 am – 7:30 pm</td>
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<tr>
<td></td>
<td>7:30 am – 12:30 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### ON-CAMPUS REQUIREMENTS FOR ADMITTED FIRST YEAR RA MAJORS

#### First Weekend
- **Fri, Sept 11**
  - 9:00am - 6:30 pm
  - **RADS 5253-101**
  - **RADS 5274-101**
  - RA Procedures II (GI/GU Procedures)
  - RA Clinical II
  - Sanders

- **Sat, Sep 12**
  - 7:30am - 7:30 pm
- **Sun, Sep 13**
  - 7:30am - 12:30 pm
  - **RADS 5003-190**
  - or
  - **RADS 5003-191**
  - or
  - **RADS 5003-192**
  - Research Methods
  - Dr. Johnston
  - Dr. Clark

- **Sun, Sep 13**
  - 1:30pm - ???pm
  - **RADS 5253-101**
  - **RADS 5274-101**
  - RA Procedures II (GI/GU Procedures)
  - RA Clinical II
  - Sanders

#### Second Weekend
- **Fri, Dec 4**
  - 9:00am - 5:00 pm
  - **RADS 5253-101**
  - **RADS 5274-101**
  - RA Procedures II (GI/GU Procedures)
  - RA Clinical II
  - Sanders
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Sat, Dec 5</td>
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<td>RADS 5003-190 or RADS 5003-191 or RADS 5003-192</td>
<td>Research Methods</td>
<td>Dr. Johnston or Dr. Clark</td>
</tr>
<tr>
<td>Sun, Dec 6</td>
<td>7:30am-12:30pm</td>
<td>RADS 5253-101 or RADS 5274-101</td>
<td>RA Procedures II (GI/GU Procedures)</td>
<td>Sanders</td>
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**ON-CAMPUS REQUIREMENTS FOR ADMITTED SECOND YEAR RA MAJORS**

<table>
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<th>Date</th>
<th>Time</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>First Weekend</td>
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<td>7:30am- 6:30 pm</td>
<td>RADS 5033-190 or RADS 5033-191</td>
<td>Leadership</td>
<td>Dr. Killion or Dr. Watts</td>
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<td></td>
<td>Sat, Sep 12</td>
<td>9:00am- 5:00 pm</td>
<td>RADS 5553-101</td>
<td>RA Procedures V (Clinical Pathways)</td>
<td>Sanders</td>
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<td></td>
<td>Sun, Sep 13</td>
<td>8:00am-12:30pm</td>
<td>RADS 5574-101</td>
<td>RA Clinical V</td>
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<td>Second Weekend</td>
<td>Fri, Dec 4</td>
<td>7:30am- 7:30pm</td>
<td>RADS 5033-190 or RADS 5033-191</td>
<td>Leadership</td>
<td>Dr. Killion or Dr. Watts</td>
</tr>
<tr>
<td></td>
<td>Sat, Dec 5</td>
<td>Sun, Dec 6</td>
<td></td>
<td></td>
<td></td>
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<td>----------------------</td>
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<td></td>
</tr>
<tr>
<td>Time</td>
<td>9:00am-5:30pm</td>
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<td>RADS 5574-101</td>
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<td>Instructor</td>
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<td>Sanders</td>
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<tr>
<td>Name</td>
<td>RA Procedures V</td>
<td>RA Clinical V</td>
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<tr>
<td>Notes</td>
<td>(Clinical Pathways)</td>
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</tr>
</tbody>
</table>

**Evidence Based Practice**

- RADS 5233 Administrative Evidence Based Practice (Clark)
- RADS 5243 Radiologic Education Evidence Based Practice (Watts)

**Research Methods II**

*(select the instructor you had in Research Methods from the previous fall semester)*

- RADS 6773x10 Research Methods II (Killion)
- RADS 6773x11 Research Methods II (Clark)
**SUMMER SESSION 2015**

Classes Start June 1 and end August 6 - See course syllabi for specific dates

If you will be graduating this Summer you must apply for graduation by June 29th, 2015. [Click here for the Application for Degree site](#)

*Note: Courses have enrollment caps - register early to ensure your choice. Except for the RA-specific classes, all Spring courses are appropriate for students in either the administrative or the education majors.*

### ON-CAMPUS REQUIREMENTS FOR RA MAJORS

<table>
<thead>
<tr>
<th>First year RA students</th>
<th>Friday, June 5</th>
<th>Saturday, June 6</th>
<th>Sunday, June 7</th>
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<tbody>
<tr>
<td>RADS 5153-301</td>
<td>RA Procedures I (Chest Procedures)</td>
<td>V. Sanders</td>
<td>1:00pm-5:00pm</td>
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<tr>
<td></td>
<td>AND</td>
<td></td>
<td>8:00am-5:00pm</td>
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<tr>
<td>RADS 5174-301</td>
<td>RA Clinical I</td>
<td>V. Sanders</td>
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<table>
<thead>
<tr>
<th>Second year RA students</th>
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<tbody>
<tr>
<td>RADS 5453-301</td>
<td>RA Procedures IV (Invasive Procedures)</td>
<td>V. Sanders</td>
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<td>AND</td>
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<td>RADS 5474-301</td>
<td>RA Clinical IV</td>
<td>V. Sanders</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Instructor</td>
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<td>------------</td>
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<tr>
<td>RADS 6553X30</td>
<td>Statistics - Sections 1 &amp; 2</td>
<td>Dr. Johnston</td>
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<tr>
<td>RADS 6553X31</td>
<td>10 student cap each section</td>
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<tr>
<td>RADS 6443X30</td>
<td>Survey Design - Sections 1 &amp; 2</td>
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<td>Generational Issues - Appropriate for Educ &amp; Admin</td>
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<td>RADS 6003X31</td>
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<td>RADS 6113X30</td>
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<td>Dr. Clark</td>
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<td>RADS 6113X31</td>
<td>5 student cap</td>
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<tr>
<td>RADS 6003X32</td>
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<td>RADS 6003X30</td>
<td>Project Development - Section 3</td>
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<td>RADS 6003X32</td>
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<td>RADS 6333X30</td>
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<td>Dr. Killion</td>
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<td>RADS 6333X30</td>
<td>(Special Topics in Clinical Practice)</td>
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<td>RADS 6893-301</td>
<td>Thesis</td>
<td>Dr. Killion</td>
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<td>RADS 6993-301</td>
<td>Thesis</td>
<td>Dr. Killion</td>
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SPRING SESSION 2016

Classes Start January 16, 2016 and end May 13, 2016 - See course syllabi for specific dates.

If you will be graduating this Spring you must apply for graduation by February 15th, 2016. Click here for the Application for Degree site

Commencement Saturday May 14, 2016

NEW STUDENT ORIENTATION - Mandatory Attendance
Thursday, January 28, 2016, 9:00 am - 4:00 pm

RA Candidate Interviews
Thursday January 28, 2016  4:00 pm

ON-CAMPUS REQUIREMENTS FOR ALL NEW MSRS MAJORS

### Trends & Legal

<table>
<thead>
<tr>
<th></th>
<th>Fri, Jan 29</th>
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<th>Dr. Clark</th>
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## ON-CAMPUS REQUIREMENTS FOR SECOND YEAR MSRS MAJORS

### Education Administration & Curriculum Development

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### Management Techniques & Finance

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RA MAJORS

ONLINE REQUIREMENTS FOR ADMITTED FIRST YEAR RA MAJORS

RADS 5043 Patient Interactions (online only)(Sanders)

ON-CAMPUS REQUIREMENTS FOR ADMITTED SECOND YEAR RA MAJORS

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Evidence-Based Project

RADS 5233 Administrative Radiology Evidence-Based Project (Clark)
RADS 5243 Radiologic Education Evidence -Based Project (Watts)

Research Methods II

(select the instructor you had in Research Methods from the previous fall semester)

RADS 6773x20 Research Methods II (Killion)
RADS 6773x21 Research Methods II (Clark)
RADS 6773x22 Research Methods II (Johnston)
Appendix C
PRACTICUM SITE SELECTION FORM
Student Name: Type student name here.

Current Date: Type current date here.

Major Emphasis: Type Education or Administration here.

Specific steps are necessary for you to enroll in the practicum course:

- Satisfactory completion of prerequisite MSRS courses
- Clearly defined objectives and deliverables for your project experience

**PROJECT OBJECTIVES:**
The purpose of the EBP is to allow students to work on a problem or opportunity in their current work area. Please list three (3) objectives you hope to learn, experience, or achieve during your project assignment. When creating objectives, use strong action verbs such as “create,” “produce,” “develop,” etc. Avoid weak action verbs such as “observe,” “learn,” “understand,” etc.

Objective #1: Type Objective #1 here.

Objective #2: Type Objective #2 here.

Objective #3: Type Objective #3 here.

**DELIVERABLES:**
Students should list a minimum of three (3) physical deliverables that demonstrate completion of the objectives. For example, if someone is creating a course, then all elements of a college-level course should be included (syllabus, module notes, examinations/paper instructions, discussion boards, etc.). If someone is in the middle of a remodeling project in their hospital radiography department, then deliverables would include a budget, a blueprint/schematic of the current layout and proposed remodel, and pictures of demolition, restaging, etc. during the process.

Deliverable #1: Type Deliverable #1 here.

Deliverable #2: Type Deliverable #2 here.

Deliverable #3: Type Deliverable #3 here.
Appendix D

ACADEMIC COMMON MARKET
The Academic Common Market (ACM) is a consortium of university academic degree programs in 16 states sponsored by the Southern Regional Education Board (SREB). Students wishing to pursue a program of study not available in their home state may be able to do so in another participating ACM state at in-state tuition rates. The sixteen states participating in the consortium are Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

Although most states allow eligible students to participate at either the undergraduate or graduate level, Florida, North Carolina, and Texas participate at the graduate level only. This means that a Florida resident going to another state or a resident of another state coming to Florida, can only enroll in a program at the graduate level. Additionally, North Carolina and Texas do not permit ACM consideration for online or distance learning programs.

The ACM program is not competitive or merit-based, but applicants must meet state residency and college program requirements.

There is no charge to apply for ACM consideration. Following approval, each will be assessed in-state tuition rates and fees for the duration of his/her program of study as long as continuously enrolled in the ACM-approved degree program.

### Admission of Students Process Overview

- Student learns about ACM from institution, advertising, guidance, etc.
- Student applies to state coordinator for open program
- Student qualifies by meeting residence requirements and being accepted to program
- Institution grants waiver of out-of-state fees or in-state status
- Institution annually determines that student is still enrolled in ACM program:
  - No: Charge out-of-state tuition; remove from ACM
  - Yes: Determine if student has changed home of record:
    - No: Student progresses to graduation
    - Yes: Charge out-of-state tuition; remove from ACM

The following guidelines relate to students enrolling in programs under the market agreement:

1. The student must first be accepted for admission to the desired degree program by following the normal admission procedure for the institution. The student must be accepted as a degree-seeking student in the specified major with a regular admission status. Students with a probationary, provisional or non-degree-seeking status at the institution are ineligible for
Common Market participation. Institutions that do not classify undergraduate students as degree-seeking in a major until a fixed point in their studies (e.g., sophomore or junior year) may elect to accept Common Market students as first-year students or only at the point official acceptance into a major occurs. This decision is at the discretion of the institution and may vary among different disciplines. In addition, institutions may determine additional student eligibility standards, such as full-time status.

2. Institutions should publish information on their programs offered through the Academic Common Market in appropriate institutional publications. Institutions should notify students who may be eligible for the ACM and encourage them to contact the appropriate state coordinator.

3. The student must be certified as a resident of his or her home state. Each state should maintain its own forms and procedures for certification, which are consistent with state residency classification requirements. Residency certification should be considered valid as long as the student progresses toward the specified degree, remains enrolled at the institution and does not invalidate his or her residency in the home state as defined by the home state's domiciliary law.

4. After certifying the residency of an applicant, the state coordinator sends a notice of certification to the student and the institutional coordinator at the receiving institution. The notice must contain, at a minimum, the student's name, address, degree program and title, and the date on which he or she becomes eligible for the agreement. The state coordinator reports all certifications to the SREB coordinator on a quarterly basis.

5. The institutional ACM coordinator makes arrangements with the appropriate officials at the institution so that the student is not charged out-of-state tuition. Any required fees for students are not subject to waiver. The institution sets policy regarding any institutionally imposed deadline for the payment of tuition. ACM students not accepted or certified within the deadline for payment may have to wait until the next tuition payment period to receive the out-of-state fee waiver or in-state status. Waivers or in-state status are not retroactive to any point prior to acceptance into the ACM program, except at the discretion of the institution.

6. A review of the degree progress and home of record of ACM participants should be completed annually by the institutional coordinator.

7. Students accepted to the ACM program must be given the ability to finish their programs with an out-of-state tuition waiver or in-state status as long as they make satisfactory progress toward the degree. This is true regardless of whether ACM access to the program continues or is removed at the request of either the home or host state. However, reasonable time entitlement is limited to students who are continuously enrolled and make satisfactory progress toward the specified degree. Continued access for students who do not meet these criteria is at the discretion of the institution.
State ACM Website and Contacts

**Alabama**

Paul B. Mohr, Sr.
Director of Special Programs
Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36130-2000
Phone: 334-242-2209
Fax: 334-242-0270
paul.mohr@ache.alabama.gov
http://www.ache.state.al.us/sreb/programs.htm

**Arkansas**

Delores Logan
Academic Common Market Coordinator
Arkansas Department of Education
423 Main Street
Little Rock, AR 72201
Phone: 501-371-2061
Fax: 501-371-8000
delores.logan@adhe.edu
http://www.arkansashighered.com/AcademicAffairs/ACM.htm

**Delaware**

Cynthia Kirkpatrick
ACM & RCP Coordinator
Delaware Higher Education Office
401 Federal Street
Dover, DE 19901
Phone: 302-735-4120
Fax: 302-739-5894
ckirkpatrick@doe.k12.de.us
http://www.doe.k12.de.us/dhec

**Florida**

Marion R. Merzer
Educational Policy Analyst
State University System of Florida Board of Governors
325 West Gaines Street
Tallahassee, FL 32399
Phone: 850-245-0466
Fax: 850-245-9697
marion.merzer@flbog.edu
http://www.flbog.org
Georgia
Deborah Sullivan
Program Manager of Academic Common Market
Board of Regents of the University System Georgia
270 Washington Street S.W.
Atlanta, GA 30334-1450
Phone: 404-962-3079
Fax: 404-651-5190
deborah.sullivan@usg.edu
http://www.usg.edu/academics/handbook/section2/2.10.phtml

Kentucky
Kim Arrington
Academic Common Market State Coordinator
Kentucky Council on Postsecondary Education
Council on Postsecondary Education
Frankfort, KY 40601-8204
Phone: 502-573-1555
Fax: 502-573-1535
acmhelp@ky.gov
http://cpe.ky.gov/policies/academicinit/SREB/ACM.htm

Louisiana
Jeannine Kahn
Assistant Commissioner for Academic Affairs
Louisiana Board of Regents
1201 N. Third Street, Suite 6-200
Baton Rouge, LA 70802
Phone: 225-342-4253
Fax: 225-342-6926
Jeannine.Kahn@la.gov
http://asa.regents.state.la.us/ACM

Maryland
Genevieve Segura
State Academic Common Market Coordinator
Maryland Higher Education Commission
6 N. Liberty Street – 10th Floor
Baltimore, MD 21201
Phone: 410-767-3329
Fax: 410-332-0270
gsegura@mhec.state.md.us
http://www.mhec.state.md.us/higherEd/acadAff/AcademicCommonMarket/commonmarket.asp
Mississippi
Pearl S. Pennington
Director of Student Affairs
Mississippi Institutions of Higher Learning
3825 Ridgewood Road
Jackson, MS 39211-
Phone: 601-432-6482
Fax: 601-432-6225
ppennington@mississippi.edu
http://www.mississippi.edu/Academic_Affairs1/acm.htm

North Carolina
Holly Hirst
Interim ACM State Coordinator
Appalachian State University
Cratis Williams Graduate School
Boone, NC 28608
Phone: 828-262-2130
Fax: 828-262-2709
hirsthp@appstate.edu
https://acm.northcarolina.edu

Oklahoma
Debbie J. Blanke
Academic Common Market
Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
Phone: 405-225-9145
Fax: 405-225-9230
dblanke@osrhe.edu

South Carolina
Saundra E. Carr
Academic Common Market State Coordinator
South Carolina Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201
Phone: 803-737-2274
Fax: 803-737-2297
scarr@che.sc.gov
http://www.che.sc.gov/AcademicAffairs/ACM_Information.htm
**Tennessee**

**Kimberly Martin**  
ACM State Coordinator  
Tennessee Higher Education Commission  
Parkway Towers, Suite 1900  
Nashville, TN 37243  
Phone: 615-532-6613  
Fax: 615-741-6230  
acm.coordinator@tn.gov  

**Virginia**

**Darlene Derricott**  
Director of Academic Services  
State Council of Higher Education for Virginia  
101 North Fourteenth Street, 9th Floor  
Richmond, VA 23219  
Phone: 804-225-2621  
Fax: 804-225-2604  
DarleneDerricott@schev.edu  
http://www.schev.edu/students/academiccommonmkt.asp?from=x

**West Virginia**

**Mark W. Stotler**  
Director of Academic Programming  
Higher Education Policy Commission  
1018 Kanawha Boulevard, East, Suite 700  
Charleston, WV 25301-2827  
Phone: 304-558-0262  
Fax: 304-558-1646  
stotler@hepc.wvnet.edu  
http://wvhepcnew.wvnet.edu/index.php?option=com_content&task=view&id=40&Itemid=55
Appendix E
STANDARD COVER SHEET
Appendix F

COMPREHENSIVE FINAL EXAM PROCTOR INFORMATION
COMPREHENSIVE EXAM PROCTOR INFORMATION

At the completion of all required didactic course work, the MSRS students are required to take a written comprehensive examination administered through Desire2Learn (D2L). Students have three hours to complete the exam. The examination is comprised of both objective and subjective type questions with the following point distribution: twenty (20) points each for the four core courses; ten (10) points each for the required track courses for a total of 100 points. Exam results will be reported as Pass or Not Pass. If students receive a Not Pass on the examination, they may repeat the examination the following semester. Students are allowed to repeat the examination twice before additional course-work is required.

The coordinator will be available by phone and email during the exam time in case there are technical difficulties with the electronic version of the exam. It is better to schedule the exam during normal working hours to be sure that MSU Technical Support will be available. If there are problems during the exam, the proctor should call the MSRS Comprehensive Exam Coordinator (Toll Free 866-575-4305, Direct 940-397-4679,) If the coordinator is not available, contact MSU Technical Support through MSU Desire2Learn (D2L), and send an email to the coordinator explaining what happened. The exam may have to be rescheduled.

Students have two options for completing the final comprehensive examination, on-site and on-line.

On-Site Exam
Students schedule an appointment with the MSRS Comprehensive Exam Coordinator and the MSU Testing Center to take the examination on the MSU campus. MSU Testing Center (940-397-4676). There is a $20 charge, payable on the exam day at the center, for using this service.

On-Line Exam
The MSRS Comprehensive Exam Coordinator must approve the proctor application before the student may take the online exam. The Exam Coordinator will provide the examination password and other information to the proctor several days before the exam date.

MSRS Comprehensive Final Exam Proctor Guidelines

The exam site must have reliable Internet connections and should have at least two Internet browsers available (Netscape Navigator and Microsoft Explorer). Sites with extensive firewalls and high security mechanisms may not work for testing. Please test to be sure the system can connect to Desire2Learn (D2L) before requesting a testing site. The system must DISABLE POP UPS for the Desire2Learn (D2L) tests to work. If the system has a firewall preventing access, the Information Technology staff at the facility will have to make adjustments. They will need the information found at <http://distance.mwsu.edu/distance/firewall.asp> High speed connections are more desirable than traditional phone line connections. The site must support an independent phone line in addition to the computer connection so that calls can be made while the student is connected online. The proctor must have moderate computer expertise including the ability and authorization to reboot the remote computer. The student is responsible for any fees proctors charge for their services.

Typically acceptable proctor sites and candidates include:

X College or University Testing Centers
X Texas Computer-based Testing Collaborative (In Texas Only)  
  (www.tcbtc.org/locations.html )
X Officials at military base education offices
X (*Note Sylvan Learning Centers, Thomson Prometric Centers, and Pearson VUE Test
Centers are no longer approved proctor sites

No proctor outside the above areas will be approved. Approval is at the discretion of the course instructor.

Even if someone has served as a proctor in previous courses, he or she will not be accepted as a proctor for this course if he or she does not meet these criteria. Proctor emails will only be sent to commercial or educational email addresses. Proctor approval is at the discretion of the course instructor.

Sites and proctors CANNOT include:

- Relatives, currently or potentially enrolled MSU MSRS students, or employees in a student's own department
- Home computers, including the student's own computer

SPECIFIC PROCTOR INSTRUCTIONS: Following are the responsibilities of individuals agreeing to proctor the Comprehensive Exam for the Master of Sciences in Radiologic Sciences Program of Midwestern State University.

1) This exam is timed for three hours. No intervention or timekeeping will be required on your part. Once the exam is started, the on-screen clock (upper right corner) will start ticking. Do not open the exam until the student is ready to start. You are NOT required to sit and watch the student for the entire time. Checking on the student every 5-10 minutes should be adequate.

2) The on-screen clock may only update itself when an answer is saved, potentially giving the student a false sense of time. If they spend a long period of time on a question, they might think they have more remaining time than they actually do. Students should use other clocks or watches to continuously monitor their times.

3) The MSRS Comprehensive Exam is an NOT open book exam, and no other materials will be permitted. Have the student leave all other personal belongings (purse, backpacks, books, etc.) in a secure location. Students may NOT use the Internet to research for answers during the final exam.

4) The student will log him or herself in to the course on Desire2Learn (D2L) using his/her own usual log in and password. Students should be able to navigate to the comprehensive exam with no problem because the format is similar to quizzes they have taken throughout the program.

5) A page will appear asking for a password. You will enter the password that I will have sent you by email a few days before the exam. Under no circumstances is this password to be given to the student.

6) Students are NOT PERMITTED to print any portion of the comprehensive exam.

7) The student is to notify you immediately of any technical problems that they encounter.

   a) If a computer glitch knocks a student out of the exam, simply have the student reconnect to Desire2Learn (D2L) & log them in again. The quiz will pick up where he/she left off (assuming the student saved his/her answers before the crash). If too much time is lost, contact me & I can extend the student’s time.

   b) If the student experiences any other problems that logging back in won't fix, contact me immediately & I will attempt to talk you through it or I will suggest that you contact MSU Technical Support for assistance.
Appendix G
RA SPECIFIC PROGRAM POLICIES
ACLS (Advanced Cardiac Life Support)
ACLS must have been completed before the student enters the program and must be current during all clinical experiences. A current copy of the student’s ACLS card must be kept in the student file. It is the student’s responsibility to keep this certification current. The card issued must cover the entire program enrollment (minimum five semesters). If a student’s ACLS certification expires during the time he/she is in clinical, the student must be re-certified in ACLS.

Academic Standards

Demonstrates mastery in various disciplines, before matriculation and after; as judged by faculty members, examinations, and other measurements of performance. Once a student matriculates at the MSU RA Program, levels of mastery are required in six broad areas of competency.

These six areas of competency are:

- Medical Knowledge
- Interpersonal and Communication Skills
- Patient Care
- Professionalism
- Practice-based Learning and Improvement
- Systems-based Practice

Academic Standards are addressed in detail in the MSU MSRS Handbook distributed at orientation. Students with specific questions about academic performance requirements in a course should reference the course syllabus or contact the course instructors. Any student who has specific questions about performance requirements in a course should speak with the individual course instructor.

Attendance

Clinical
Students must document clinical contact hours working with their radiologist preceptors during clinical courses. More specific requirements about clinical attendance will be provided in the clinical course syllabi. MSU MSRS RA Major clinical competencies meet or exceed the required clinical competencies set by the ARRT.

At least five semesters in the RA Major include clinical preceptorships with at least twenty-four (24) contact hours per week including at least four (4) hours a week of direct image review with the Radiologist Preceptor. The program currently requires about 1500 total clinical contact hours.

Because all RA students are experienced health care professionals, in cases of severe weather conditions, they should use their own judgment about attending clinical. RA students and radiologist preceptors should have an established system of communication for such situations. The students should inform the MSU Clinical Coordinator as soon as possible of any missed clinical time.

Didactic
Because of the unique distance learning format for this program, students must be present for both on-campus class sessions each semester to receive a passing grade in any didactic course which includes on-campus hours. There are no exceptions to this policy. If MSU is closed on an on-campus seminar day because of severe weather, RA program officials will contact students with specific instructions. The RA program must have current contact information for all students.

**Background Check & Drug Screening Test**

The MSRS RA program is committed to ensuring public and professional trust and providing safe patient care. In order to meet this goal, background investigation, finger printing, and drug screening of students is required. Many of our clinical education settings require additional criminal background investigations of all employees and students. To comply with these requirements, accepted students will be asked to submit to these tests to ascertain the student’s suitability for clinical rotations.

**Criminal Background Check**

All students will be required to submit to a criminal background check facilitated by CertifiedBackground.com before clinical rotation. The background check will include, but is not limited to, a review of prior criminal records, review of nationwide sexual offender records, review of nationwide healthcare fraud and abuse records, review of the nationwide Patriot Act records, review of residency history, and Social Security verification. Students with any felonies on the criminal record will be ineligible for admission into the MSRS RA Program. The submission of any false information to MSU MSRS RA program shall be cause for immediate dismissal. Students are responsible for the payment of the criminal background check. *The criminal background check included criminal records for the state of Texas; additional counties outside of Texas will be searched for an additional fee.*

**Drug Screening Test Policy**

Students may be required to submit for 10 panel urine drug screening (cocaine, amphetamines, barbiturates, benzodiazepines, marijuana, opiates, phencyclidine, propoxyphene, methadone, and synthetic opiates) before clinical rotation and at any time in the program. The student will be responsible for payment of the screening test. If the student tests positive for any illegal substance, he/she will be withdrawn from the program immediately. Non-negative results will be processed further and may require additional testing. Additional drug screening will be at the student’s expense. Failure to pass drug screening will result in immediate dismissal from the program. The submission of any false information to MSU MSRS RA program shall be cause for immediate dismissal.

This information will remain confidential and will only be viewed by the Radiologic Science Program Chair or designee. Any criminal conviction which is found during the background investigation that may deem a student unsuitable for clinical rotations will be considered on a case by case basis. Additional information regarding the conviction may be required in order to make an informed decision. The background investigation will be made available to clinical education settings that require such. Individuals at the Clinical Education Setting, who are authorized to make decisions regarding an individual’s eligibility to attend a setting, will inform the Program Chair if a student will be allowed to attend clinical at that setting. If an offense appears on the criminal background check that disqualifies the student from attending clinical experiences, the clinical site(s) will notify the program regarding any students’ disqualification for attending clinical at that site. The student will receive written notification. Students who receive notification of ineligibility and who wish to dispute the results of the background investigation may follow the College of Health Sciences and Human Services Grievance Procedure.

If a student has been convicted of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations, these must be reported to the American Registry of Radiologic Technologists (ARRT). All alcohol and/or drug related violations must be reported. All potential violations must be investigated by the ARRT in order to determine eligibility. Individuals must file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for the examination. This pre-application may be submitted at any time either before or after
entry into an accredited program. For pre-application contact the ARRT at:

ARRT
1225 Northland Dr.
St. Paul, MN 55120-1155
Tel: (651) 687-0048

Challenge Exams & Leveling Courses
In addition to the content of the RA courses, the ARRT RRA Certification Exam includes information related to several “leveling” courses currently in the BSRS curriculum. Students in the RA program need to demonstrate proficiency in these content areas by taking the courses or passing Challenge Exams.

RADS 3203 Pathophysiology
RADS 3773 Radiobiology
RADS 4733 Sectional Anatomy

Passing a Challenge Exam for a course does NOT give the student academic credit for the course, but it does decrease the number of courses the student has to take. Passing the Challenge Exam for a course only applies to the MSU RA Program is NOT transferable to any other degree or institution.

Students have to be enrolled in courses at MSU to take RA Challenge Exams. The exams are scheduled with the Radiologic Sciences RA Program Director and there may be a minimal departmental fee. The exams are proctored and administered through Desire2Learn. Each exam is comprised of objective-based questions (usually multiple choice or short answer). Students should review the course descriptions, sample syllabi, and textbooks to prepare for the exams. Students will be notified whether they earned a Pass or Not Pass instead of a numerical score. Students may take each Course Challenge Exam only once.

Students must get their proctors and test site approved by MSU faculty before they can use them to take Challenge Exams.

Communicable Disease
Any student who suspects he/she may have been exposed to or contracted a communicable disease must notify the radiologist preceptor and the MSU Clinical Coordinator immediately. If a student has been exposed, appropriate action will be taken to ensure the health and well being of the student, hospital patients and staff and fellow students.

Students are encouraged to make use of any protective devices available. Students must use surgical gloves and other protective or precautionary measures (consistent with institutional policies) for all procedures in which there may be contact with body fluids (urine, blood, excretion, saliva, etc.). Those students found not in compliance will come back to MSU for retraining on universal precautions for the first offense. Subsequent offenses will lead to a one day suspension for the second offense; a three day suspension for the third offense, and termination from the program for the fourth offense. Most contact will be with patients who have not yet been diagnosed, and therefore, the precautionary procedure of wearing gloves is of paramount importance. Students will use strict isolation techniques if the patient has been diagnosed as having a contagious disease. Students may not refuse to perform radiologic services for these patients.

If a student should be the carrier of a contagious disease, he/she must contact the radiologist preceptor and the MSU Clinical Coordinator immediately. A temporary suspension of training may be necessary for legal reasons and for the protection of the patients. In the event a student is barred from the clinical
education center because of a communicable disease, the RA Program will work with the student to make up the missed clinical education with a minimum of lost time to the student.

**Health / Medical Insurance**

RA students are responsible for any personal injury that occurs at the university or hospital. Purchase of Health / Accident Insurance is required. A copy of the student’s medical insurance information must be presented during orientation and will be kept in the student file. It is the student’s responsibility to keep this information current.

Any MSU student may purchase health insurance through the university. Contact Vinson Health Center for additional information.

**Immunization Requirements**

By Texas state law, each RA student entering the clinical environment must have the currently required immunizations:

- MMR (measles, mumps, rubella)
- DT (diphtheria, tetanus)
- Varicella (Chicken Pox)
- Hepatitis B
- TB (tuberculosis) screening

All required immunizations must be completed prior to the first clinical day. Students who have not completed their immunizations will not be allowed to participate in clinical until cleared by the MSU Vinson Health Center. The Vinson Health Center requires all shot records be forwarded to them, and the Vinson Health Center may provide immunizations on an appointment basis only.

**Liability Insurance**

RA students must carry professional liability insurance during the clinical education phase of their training. These fees are to be paid annually to the Radiologic Sciences office. The liability insurance is effective on the day clinical education begins and ends on the day the RA program is completed. The coverage is only valid during the students scheduled clinical hours, and does not cover students when they are employed.

**Professional Conduct & Honesty**

Professional conduct and honesty are essential for Radiologist Assistants. The impression a student makes on the patients and others reflects not only upon the student, but on the RA Program and the University. The Program and the University will not tolerate unacceptable behavior in the classroom clinical setting, or public events where students represent the RA Program or the University. Students are to abide by the ARRT Radiologic Science Professional Code of Ethics, especially regarding patient protection, patient confidentiality, and patient care.
Professional conduct includes, but is not limited to:

**Commitment to Excellence**
- refrains from performing any professional service which requires competence that one does not possess or which is prohibited by law unless the situation morally dictates otherwise.
- strives to exceed expectations at all times;
- commits to life-long learning by taking responsibility for one’s own learning and accurately reflecting on the adequacy of one’s knowledge, skill development and personal barriers to accomplishing learning and growth;
- takes responsibility for learning in group settings by being present, prepared and engaged;
- strives for mastery learning appropriate for one’s level of training;
- reflects with colleagues on the success of group work.

**Honesty and Integrity**
- identifies truthfully and accurately one’s credentials and professional status
- communicates appropriately in an honest and timely manner;
- accurately represents actions and events;
- avoids cheating, plagiarism, misrepresentation of the truth;
- reflects on one’s personal reaction to encounters with others and accepts responsibility for personal actions;
- recognizes, appropriately discloses and manages conflicts of interest;
- is forthcoming with information; does not withhold and/or use information for power;
- admits mistakes.

**Compassion**
- recognizes and responds to the fears, suffering and hopes of patients and their families;
- assists colleagues in dealing with the challenges of professional work.

**Respect for Others**
- respects confidentiality of patients;
- recognizes and respects personal and sexual boundaries;
- avoids bias (e.g., gender, race, age, sexual orientation) in interactions with others;
- articulates and embraces the many positive aspects of difference among people and demonstrates awareness of how such differences affect personal interactions;
- demonstrates a commitment to resolving conflicts in a collegial manner;
- shows sensitivity and respect for the needs, feelings, ideas and wishes of others in clinical and education settings;
- demonstrates humility in interactions with others;
- recognizes that appropriate dress and appearance demonstrate respect for others and for the profession.

**Professional Responsibility**
- is present and punctual for scheduled activities;
- takes responsibility to notify others for unavoidable absence or tardiness;
- copes with the challenges, conflicts, and ambiguities inherent in professional work;
- identifies and appropriately deals with problematic behaviors of oneself and colleagues;
- being cognizant of and adhering to the chain of command.
- appropriately displaced clinical responsibilities when personal needs demand it;
- adheres to established professional codes of conduct;
- practices according to accepted standards of care;
- identifies ethical issues in professional situations and acts in an ethical manner.
- regards as strictly confidential, all information concerning each patient and refraining from discussing this information with any unauthorized individual, including the patient.
Social Responsibility
- understands and actively addresses the multiple social factors that threaten the health of patients;
- actively works for appropriate social change to improve the health of populations;
- models healthy behaviors.

Altruism
- places the interests of others above self-interest;
- is able to give up some personal needs to meet needs of patients.

Unprofessional conduct will not be tolerated and may result in a recommendation for dismissal from the RA Program.

Serious infractions can result in immediate dismissal from the RA Program. Any student under the influence of drugs or alcohol that impairs clear clinical decision-making and functioning in the classroom or clinical area will be recommended for immediate dismissal from the RA Program.

Radiation Protection & Pregnancy
The RA student may inform the MSU Clinical Coordinator and the radiologist preceptor if she is pregnant. It is the RA student's responsibility to inform the clinical site Radiation Safety Officer of her pregnancy so appropriate radiation protection measures can be taken.

Technical Standards
The essential aptitudes and abilities that allow RA students (and practicing RA's) to perform in the vast array of requisite ways summarized by the six areas of competency above. Without the ability to demonstrate the essential capacities, students cannot fulfill the requirements of all the courses within the MSU RA Program. Meeting these Academic and Technical Standards is required for: a) matriculation (in so much as the abilities can reasonably be determined before matriculation), b) advancement toward candidacy, and c) graduation.

The listed standards are essential in meeting the core competencies as defined above by the Midwestern State University Radiologist Assistant Program. Students enrolled in the MSU RA Program must have capacities in five broad areas:

1. Perception/Observation
2. Communication
3. Motor/Tactile Function
4. Cognition
5. Professionalism

Perception/Observation
Students must perceive, by the use of senses and mental abilities, the presentation of information through:
- Small group discussions and presentations
- Large group lectures
- Online lectures
- One-on-one interactions
- Demonstrations
- Laboratory experiences
- Patient encounters
Students’ diagnostic skills will be lessened without the functional use of the senses of equilibrium, smell, hearing, and taste. Additionally, they must have sufficient exteroceptive sense (touch, pain, and temperature), sufficient proprioceptive sense (position, pressure, movement, stereognosis, and vibratory) and sufficient motor function to permit them to carry out these functions.

Communication
Students must skillfully communicate, both orally and in writing (in English) with faculty members, the healthcare team, patients, families, and other students to:

- Elicit information
- Convey information
- Clarify information
- Create rapport
- Develop therapeutic relationships
- Work collaboratively

Students must speak, hear, and observe patients in order to elicit information, describe changes in mood, and perceive nonverbal communications. Students must communicate effectively with patients, including speech, reading and writing.

Motor/Tactile Function
Students must have sufficient motor function and tactile ability to:

- Attend and participate in classes, groups, and activities which are part of the curriculum
- Examine patients (including observation, auscultation, palpation, percussion, and other diagnostic maneuvers)
- Conduct basic radiologic procedures and tests
- Perform diagnostic/therapeutic procedures
- Provide patient care appropriate to the circumstances
- Function in a wide variety of patient care venues
- Perform in a reasonably independent and competent way in potentially high speed/high demand environments
- Stand, sit, push, pull, bend, lift, stoop, and perform other necessary functions to provide care to the patient.

Students must demonstrate coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

Cognition
Students must demonstrate higher-level cognitive abilities, which include:

- Rational thought
- Measurement
- Calculation
- Visual-spatial comprehension
- Conceptualization
- Analysis
- Synthesis
- Organization
- Representation (oral, written, diagrammatic, three dimensional)
- Memory
- Application
RA Specific Program Policies 2015

- Clinical reasoning
- Ethical reasoning
- Sound judgment

Students must possess the above abilities to reach diagnostic and therapeutic judgments. They must also comprehend three-dimensional relationships and the spatial relationships of structures.

Professionalism

Students must consistently demonstrate the core attributes of professionalism. MSU has defined the following behaviors as indicators of professionalism. See MSU Professional Conduct and Honesty:

- Commitment to Excellence
- Honesty and Integrity
- Respect for Others
- Empathy and Compassion
- Professional Responsibility
- Social Responsibility
- Altruism

Students must possess the emotional health necessary for full utilization of their intellectual abilities, the exercise of sound judgment, the prompt completion of responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients and co-workers. Students must tolerate physically taxing workloads and to function effectively under stress. They must adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. They must have a high level of compassion for others, motivation to serve, integrity, and a consciousness of social values and possess sufficient interpersonal skills to interact positively with people from all levels of society, all ethnic backgrounds, and all belief systems.

Students with Disabilities

It is the experience of the MSU Radiologist Assistant Program that students with disabilities (as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act) are qualified to study and practice as a RA with the use of reasonable accommodations. To be qualified for admission to the MSU RA Program, individuals must meet the Programs Academic Standards and Standards of Capacity, with our without reasonable accommodation. Accommodation is viewed as a means of assisting students with disabilities to meet essential standards by providing them with an equal opportunity to participate in all aspects of each course. (Reasonable accommodation is not intended to guarantee that students will be successful in meeting course requirements.)

Students needing clarification are encouraged to contact the MSU RA Program Director or Disability Support Services. Disability Support Services assessments are confidential and it is the students responsibility to submit written documentation to the RA Program Director in a timely manner.

The Use of Auxiliary Aids and Intermediaries

Students with documented disabilities are provided with accommodations at the Program, which may include involvement of an intermediary or auxiliary aid. No disability can be reasonably accommodated with an aid or intermediary that provides cognitive support, substitutes for essential clinical skills, or supplements clinical and ethical judgment. Thus, accommodations cannot eliminate essential program elements or fundamentally alter the RA program curriculum.
RA clinical sites are located in a wide geographic area and are arranged by the students. Students are responsible for their own transportation, housing, and living expenses during their clinical courses. Additionally, students must also arrange to have Internet access.

**RA students MUST always have a radiologist preceptor willing to conduct their clinical education.**
If an RA student loses his/her radiologist preceptor, the student must notify the MSU Clinical Coordinator immediately. Clinical education is suspended until a suitable radiologist preceptor is established for the student.

If the loss of a radiologist preceptor is based on unacceptable, intolerable, or illegal actions by a student which violate the clinical policies set forth in this handbook, or which violate any local, state, or federal laws, the student will be removed from the clinical site and released from the MSU RA program. Under these circumstances, a student will not be allowed to reenter the RA program at any time in the future.

**RA STUDENT RESPONSIBILITIES**

The clinical environment for an RA student will present special challenges. Even though they are certified radiologic technologists, RA students are not expected to function as radiologic technologists during their clinical hours. RA clinical hours are dedicated to learning from the radiologist preceptors and mastering the skills necessary to function as a Radiologist Assistant.

There is no standard MSU RA uniform. RA students should dress professionally and practically in accord with their clinical environments. Any questions regarding appropriate clinical dress should be directed to the radiologist preceptor and the MSU Clinical Coordinator.

There is a commonly accepted progression in medically-related education. The first step is academic preparation. The assignments in the RA Procedures courses and the on-campus seminar classes are designed to provide this component. RA students will have a minimum of twenty-four (24) contact clinical hours each week to achieve the remaining steps. The next step is observation. The RA student should carefully observe the activities of the radiologist preceptor, especially those directly related to the RA Clinical Competencies Checklist, but also the more subtle aspects of direct patient care. The third step is assisting the radiologist preceptor, working side by side for the patient’s safety. The fourth step is competency evaluation and documentation. At this point, the radiologist preceptor documents that the RA student can perform the specific clinical task competently at the supervision level specified on the Checklist. The final step is performance maintenance. RA students are expected to show continued clinical competence by their willingness and ability to repeat previously documented clinical procedures.

RA students are responsible for maintaining all clinical course records including the clinical portfolio. They must communicate regularly with the radiologist preceptor and the MSU Clinical Coordinator about their clinical experiences.

**MSU RA CLINICAL COORDINATOR RESPONSIBILITIES**

Clinical experiences are a component of clinical courses. The MSU Clinical Coordinator will coordinate any activities related to clinical rotations. This includes managing all clinical forms and the clinical portfolio. The MSU Clinical Coordinator will work with other RA Program faculty to integrate clinical and didactic information each semester. The MSU Clinical Coordinator assigns clinical grades. Contact information will be included on the clinical course syllabus.
RADIOLOGIST PRECEPTOR RESPONSIBILITIES

During clinical experiences, RA students are always under the supervision of Radiologist Preceptors who determine the capacity of the students to perform any specific functions. Under radiologist supervision, the RA students will perform patient assessment, patient management and selected clinical imaging procedures. Radiologist preceptors are responsible for the safe practice of the RA students, including ensuring that students have film badges when working in clinical sites.

The clinical activities required by Midwestern State University will be updated as needed to comply with or exceed the American Registry of Radiologic Technologists (ARRT) certification standards.

Individual state and/or institutional regulations and policies may place additional limitations on the activities and responsibilities authorized for an RA student in a given clinical setting.

Radiologist preceptors are responsible for the RA students’ clinical experiences. They will teach students patient management skills, procedures, and image observations to meet the requirements of the RA program. The required clinical competencies are based in general diagnostic radiography. They may also teach students additional skills as needed. They will work directly with students a minimum of twenty-four (24) clinical hours each week as part of the clinical education course. This clinical time may be divided between patient management, procedures, and image observation. Preceptors will verify that students are actively participating in all their required clinical hours and will evaluate their clinical performance.

Radiologist preceptors will verify daily patient log sheets that are prepared by the student, document clinical competence using the Clinical Competency Evaluations, and evaluate the student's professional development twice each semester. Radiologist preceptors will also verify final summative clinical documentation at the end of the program.

COMPETENCY / PROFICIENCY

Students will operate under the supervision of the Radiologist Preceptors until the radiologists determine competency is achieved. Clinical competence means that the Radiologist Preceptors are satisfied that the students can perform the procedures or functions independently. Students must document their clinical competency with the Clinical Competency Evaluation Form.

Students must document their clinical proficiency through continued and repeated competence with procedures. This will be documented in the clinical portfolio.

REQUIRED VS. ELECTIVE CLINICAL COMPETENCIES

Students are encouraged to participate fully in all procedures during clinical experiences. Radiologist Preceptors must verify clinical competence for each required clinical competency identified by the program. Additionally, the Radiologist Preceptors must verify clinical competence for elective procedures. Elective clinical competencies will vary from student to student depending on setting and clinical focus.

By the completion of the program, students must demonstrate competence in all required elective procedure competencies.

RADIATION PROTECTION
It is the goal of this program to keep radiation exposure to students as low as reasonably achievable. NCRP Report # 102 will be used to establish maximum dose values.

The radiologist preceptor will ensure that the clinical site(s) make a radiation monitor available for each student to wear during clinical hours. If a student performs radiographic procedures when not engaged in RA clinical education activities, the radiation monitor which is used for RA clinical education will not be used.

Students will wear their radiation monitor at collar level in front, outside of the protective apron and will follow the storage policy and other related policies of the clinical site (radiation monitor should remain at site).

The student will supply the RA program with the monthly or quarterly radiation report in their Clinical Portfolio.

If a student receives an exposure over a 30 day period that exceeds 100 millirems, the MSU Radiation Safety Officer will conduct an investigation.

Additional general rules concerning radiation monitor use are:

- Radiation monitors are to be worn any time a student is working at the clinical site
- Radiation monitors should not be placed on or near TVs or heat-producing appliances
- Radiation monitors should not be exposed to sunlight for an extended period of time or high temperatures such as in automobiles
- Radiation monitors should not get wet
- Radiation monitors should not be worn when the student is having medical or dental x-rays performed

**ILLNESS / INJURY DURING CLINICAL**

RA students who are injured or become ill (unable to perform duties or contagious) prior to the start of a clinical shift, should stay home and not go to the clinical site. He/she should contact the radiologist preceptor and the MSU Clinical Coordinator. If an RA student becomes ill at the clinical site, he/she should notify the radiologist preceptor before leaving the facility.

If an RA student is injured at the clinical site, he/she should contact the radiologist preceptor immediately and follow the clinical facility’s protocol for on-the-job accidents. This usually involves filing an incident report, being evaluated by a physician in the emergency room or one’s own physician. The hospital may not have any responsibility for payment of emergency room charges or any other charges incurred as a result of the injury, so the decision to seek treatment is up to the student. The MSU Clinical Coordinator should be apprized of the situation at the earliest possibility.

**CLINICAL DOCUMENTATION**

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
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<tbody>
<tr>
<td>CR-1</td>
<td>ARRT Summary of Clinical Experience and Competence Assessments</td>
</tr>
<tr>
<td>CR-2 (A-E)</td>
<td>ARRT Clinical Competence Assessments</td>
</tr>
<tr>
<td>A</td>
<td>MSU Daily Patient Log Sheet</td>
</tr>
<tr>
<td>B</td>
<td>MSU Clinical Competency Worksheet</td>
</tr>
<tr>
<td>C</td>
<td>MSU Clinical Procedures Semester Summary</td>
</tr>
<tr>
<td>D</td>
<td>MSU Clinical Procedures Cumulative Summary</td>
</tr>
<tr>
<td></td>
<td>ARRT Summative Evaluation Rating Scales</td>
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</tbody>
</table>
**CLINICAL DOCUMENTATION COMPLETED BY THE RA STUDENTS** – student role noted by bold italics

**Patient Log Sheet** – FORM A
RA students must maintain a daily log of all examinations (observed, assisted, and performed). The radiologist preceptor must initial the log sheet.

**Clinical Procedure Competency Evaluations** – FORM CR-2 (A-E), FORM B, FORM C
When an RA student feels competent to perform a procedure he/she will request that the radiologist preceptor complete an ARRT Clinical Competency Evaluation (FORM CR2- (A-E)) and an MSU Clinical Competency Worksheet (FORM B).

After teaching the student and determining that the student can safely attempt the clinical procedure, the radiologist preceptor will observe and evaluate the student as he/she attempts the clinical competency. The radiologist preceptor will interrupt the procedure being evaluated if a patient’s welfare is compromised and/or equipment welfare is questionable.

The MSU Clinical Coordinator has the final word in the acceptance or denial of clinical competencies. Competency evaluations must be included in the clinical portfolio and will contribute to the portfolio grade.

**RA students must maintain semester summaries.** FORM C and FORM D

**ARRT FORM CR-1**
This form is completed by the student as he or she: (a) completes the requisite number of cases for the mandatory and elective procedures; and (b) is evaluated by the radiologist on the mandatory and elective procedures.

The student records the number of cases completed for each mandatory and elective procedure he or she performs.

The student records the date that the competency assessment was completed. Note that the actual competence assessments are completed by a radiologist using ARRT FORM CR-2 (A-E).

The preceptor and the program director must verify and sign the bottom of FORM CR-1. This form is submitted to the ARRT at the time of application.

**Clinical Experience Evaluation**
RA students set clinical goals at the beginning of each semester. They evaluate their progress towards those goals at mid-semester and at the end of the semester. The narrative includes identification of the student’s progress meeting clinical goals for that semester, the clinical site’s strengths and weaknesses, and the student’s impressions of the overall clinical experience. Results from this evaluation will be used to help identify problem areas and seek improvements. Copies of the Clinical Experience Evaluation should be included in the Clinical Portfolio.

The radiologist preceptor evaluates students at the midpoint and end of each semester. These evaluations are sent directly to the MSU Clinical Coordinator. They constitute a portion of the clinical grade. Appropriate conduct is a broad category encompassing a number of considerations including: communication skills, professional and ethical behavior, technical ability and procedural skills, critical thinking skills, acceptance of criticism and willingness to learn, patient / management skills, patient safety / radiation protection practice, patient assessment and documentation, image observation skills, and overall achievement level. The radiologist preceptor may solicit comments from other radiology personnel concerning the students’ overall performance.
Clinical Portfolio

RA students maintain MSU semester clinical notebooks AND ARRT Portfolios throughout the program.

Specific guidelines for the clinical portfolio will be provided in the clinical course syllabi. The three-ring binder will include, but is not limited to documentation such as: Clinical Goals, Patient Log Sheets, Clinical Competency Evaluations, Clinical Experience Evaluation, Case Studies, Self-Reported Radiation Exposure, etc. It may also include photographs and other artifacts of the student’s clinical experience. The semester clinical notebook will be submitted to the MSU Clinical Coordinator for grading at the end of each semester. The ARRT Portfolio must be available and current upon request by the Clinical Coordinator.

RA students must maintain all requested program summaries including: FORM CR-1, FORM D, ARRT Summative Evaluation Rating Scales

CLINICAL DOCUMENTATION

FORM CR-1 ARRT Summary of Clinical Experience and Competence Assessments
FORM CR-2 (A-E) ARRT Clinical Competence Assessments
FORM A MSU Daily Patient Log Sheet
FORM B MSU Clinical Competency Worksheet
FORM C MSU Clinical Procedures Semester Summary
FORM D MSU Clinical Procedures Cumulative Summary
ARRT Summative Evaluation Rating Scales

CLINICAL DOCUMENTATION COMPLETED BY THE RADIOLOGIST PRECEPTOR – radiologist role noted by bold italics

Patient Log Sheet – FORM A

RA students must maintain a daily log of all examinations (observed, assisted, and performed). The radiologist preceptor must initial the log sheet.

Clinical Procedure Competency Evaluations – FORM CR-2 (A-E), FORM C

When an RA student feels competent to perform a procedure (at the supervision level indicated on the clinical competency checklist), he/she will request that the radiologist preceptor complete an ARRT Clinical Competency Evaluation (FORM CR2).

After teaching the student and determining that the student can safely attempt the clinical procedure, the radiologist preceptor will observe and evaluate the student as he/she attempts the clinical competency. The radiologist preceptor will interrupt the procedure being evaluated if a patient’s welfare is compromised and/or equipment welfare is questionable.

The MSU Clinical Coordinator has the final word in the acceptance or denial of clinical competencies. Competency evaluations must be included in the clinical portfolio and will contribute to the portfolio grade.

RA students must maintain semester summaries. FORM C and Form D
ARRT CR-1 Form
This form is completed by the student as he or she (a) completes the requisite number of cases for the mandatory and elective procedures and (b) is evaluated by a radiologist on the mandatory and elective procedures.

The student records the number of cases completed for each mandatory and elective procedure he or she performs. The student records only the date that the competency assessment was completed. The preceptor and program director must verify and sign the bottom of Form CR-1.

ARRT Summative Evaluation Rating Scales
The purpose of this form is to obtain from the chief preceptor a final overall evaluation of the student’s clinical skills as demonstrated during his or her preceptorship. The form should be completed by the chief preceptor during the final stages of the preceptorship and included in the student’s final clinical portfolio. To be eligible for certification, the student must receive a rating of three or higher in each skill area.

Clinical Experience Evaluation
RA students set clinical goals at the beginning of each semester. They evaluate their progress towards those goals at mid-semester and at the end of the semester. The narrative includes identification of the student’s progress meeting clinical goals for that semester, the clinical site’s strengths and weaknesses, and the student’s impressions of the overall clinical experience. Results from this evaluation will be used to help identify problem areas and seek improvements. Copies of the Clinical Experience Evaluation should be included in the Clinical Portfolio.

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Clinical Portfolio
RA students maintain MSU semester clinical notebooks AND ARRT Portfolios throughout the program. Specific guidelines for the clinical portfolio will be provided in the clinical course syllabi. The three-ring binder will include, but is not limited to documentation such as: Clinical Goals, Patient Log Sheets, Clinical Competency Evaluations, Clinical Experience Evaluation, Case Studies, Self-Reported Radiation Exposure, etc. It may also include photographs and other artifacts of the student’s clinical experience. The semester clinical notebook will be submitted to the MSU Clinical Coordinator for grading at the end of each semester. The ARRT Portfolio must be available and current upon request by the Clinical Coordinator.

RA students must maintain all requested program summaries including: FORM CR-1, FORM D, ARRT Summative Evaluation Rating Scales.
Radiologist Assistant Employability Understanding

Currently, the Centers for Medicare and Medicaid Services (CMS) do not reimburse for some of the procedures performed by Registered Radiologist Assistants (RRA) unless there is personal supervision by a radiologist. In an effort to resolve this reimbursement issue, the Inter-Societal Commission on the Radiologist Assistant (ICRA), a group composed of representatives from related organizations, e.g. the American Society of Radiologic Technologists, the American Registry of Radiologic Technologists, and the American College of Radiology, and CMS are addressing this clinical practice restriction in an effort to resolve these billing issues.

Although the CMS billing restrictions do not apply to students enrolled in Radiologist Assistant programs, employability following graduation may be adversely affected until the billing requirements for the procedures performed by Radiologist Assistants are addressed by CMS. Until CMS makes a firm determination as to appropriate RRA reimbursement schedules, the situation may result in limited employment opportunities and/or practice limitations for graduates of Radiologist Assistant programs, even when those graduates are certified and licensed, where applicable.

By signing and dating this form below, you as an applicant to the MSU Radiologist Assistant program confirm the following:

1) That you are aware of the circumstances described above;
2) That you understand the potential difficulty in obtaining employment as an RRA unless CMS rules in favor of RA services being reimbursable without personal radiologist supervision; and,
3) That you hold harmless the Radiologist Assistant Program, the Department of Radiologic Sciences, the College of Health Sciences and Human Services, and the Midwestern State University regarding issues related to the employability of RRA program graduates.

Applicant Printed Name ________________________________________________

Applicant Signature___________________________________________________

Date_______________________
Midwestern State University Radiologist Assistant Program Checklist

The following forms or actions need to be completed by to enroll for summer RA courses. (Please send all paperwork to Vicki Sanders, RA program Clinical Coordinator Fax # 940-397-4845 or email Vicki.sanders@mwsu.edu)

_____ RA Memorandum of Agreement (Clinical Site Affiliation Agreement)

_____ Copy of hospitals paperwork/certification showing accreditation by The Joint Commission or equivalent body (such as the state)

_____ RA Radiologist Preceptor Agreement Form

_____ RA Radiologist Preceptor Handbook Acknowledgement Form

_____ Copy of Preceptor ABR certificate(s) and State License(s)

_____ Clinical Facility Procedure Totals Form

_____ RA Preceptor and Clinical Information Form

_____ Copy of ACLS Card

_____ Copy of ARRT Card

_____ Copy of Medical Card (students must provide evidence of health insurance)

_____ Texas Immunizations – Clear this with MSU Vinson Health Center. Contact Vinson Health for more information vinson@mwsu.edu

_____ RA Liability Insurance payment- $18.00 Site to pay liability insurance can be found in the left column under Program Fees on the MSU Radiologist Assistant webpage. http://www.mwsu.edu/academics/hs2/radsci/ra/index

_____ Students must provide documentation of two (2) years of clinical experience within the previous ten (10) years. Evidence = Letters from Appropriate Employers / Human Resource Departments.

_____ Criminal Background Check Perform by CertifiedBackground.com Go to Place Order and enter package code ID17

_____ Healthcare Professional Ten (10) Panel drug screen test Screen [cocaine, amphetamines, barbiturates, benzodiazepines, marijuana, opiates, phencyclidine, propoxyphene, methadone, synthetic opiates]
Radiologist Assistant Program
Preceptor and Clinical Information

<table>
<thead>
<tr>
<th>Student Name:</th>
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Clinical Site Information

<table>
<thead>
<tr>
<th>Facility name:</th>
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<tbody>
<tr>
<td>Address:</td>
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</table>

Preceptor Information

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Address:</td>
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<table>
<thead>
<tr>
<th>Phone #:</th>
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<tbody>
<tr>
<td>Email:</td>
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<td></td>
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</table>

Please indicate below how they would prefer to be contacted:

Email and/or mail address:  

Email and/or mail address:
RADIOLOGIST PRECEPTOR WRITTEN AGREEMENT
RADIOLOGIST ASSISTANT PROGRAM

I agree to serve as the Radiologist Preceptor without remuneration for ___________________________ as he/she completes the MSU Radiologist Assistant Master’s Degree.

I have reviewed the online MSU RA Program information and understand that the clinical component of the program runs five (5) semesters (Summer-Fall-Spring-Summer-Fall). Students must take the RA courses in the order indicated on the RA curriculum. Students are required to attend seminar classes on the MSU campus twice each semester and must have reliable access to computers to complete online course requirements throughout each semester. Students must meet all program requirements including demonstrated competence in the specified number of General Diagnostic Clinical Competencies and the specified number of Elective Clinical Competencies to successfully complete the program. Upon completion of the program students will receive a Master of Science in Radiological Science degree for the MSU RA Program.

I understand and accept that my responsibilities as Radiologist Preceptor include, but are not limited to:

• Teaching and guiding the RA student as he/she develops overall RA clinical skills.
• Supervising and overseeing all RA student interactions with patients.
• Teaching, evaluating, and documenting successful completion of the RA Clinical Competencies (Required and Elective) as identified by the MSU RA curriculum.
• Verifying that the RA student has at least twenty four (24) clinical contact hours per week to develop RA clinical skills each semester.
• Maintaining communication with the MSU faculty about the progress of the RA student in the RA program.

I understand that the student MUST have a Radiologist Preceptor to participate in the MSU Radiologist Assistant Program. I understand the student will function under the affiliation and privileges extended to the radiologist or radiology group by the facilities served.

If, for any reason, I cannot continue to serve as this student’s preceptor, I will immediately notify the MSU RA program. I understand that the student must identify another radiologist willing to serve as Radiologist Preceptor to remain in the MSU RA Program.

Signed,

______________________________ / Date

Radiologist Preceptor Name

______________________________

Printed Radiologist Name

______________________________ / Date

Authorizing Signature for Group Practice

Revised 09/13
MEMORANDUM OF AGREEMENT
RADIOLOGIST ASSISTANT PROGRAM
MIDWESTERN STATE UNIVERSITY
RADIOLOGICAL SCIENCE

1. SUBJECT: Affiliation agreement between _____________________________ (herein referred to as the Facility) and Midwestern State University (herein referred to as the University) in an educational program for Radiologist Assistants.

2. PURPOSE: The purpose of this affiliation is to provide educational experience to students which will prepare them to enter the field as a Radiologist Assistant.

3. OBJECTIVES: To provide a coordinated educational program leading to a Radiologist Assistant Masters Degree.

4. UNDERSTANDING:
   a. The University will take continuous action to assure that the program is based on the current guidelines and curriculum set by the American Society of Radiologic Technologists.
   b. Radiologist Assistant Masters Degree will be awarded by the University to each student who successfully completes the requirements of the program as outlined in the University catalog and Radiologist Assistant program.
   c. The selection of students for the program will be accomplished by the University. All students must meet the entrance requirements of the University prior to registration.
   d. Each student will be assigned to the Facility for clinical education and experience. The weekly hours, work center, and rotation will be specified by the program and Radiologist preceptor.
   e. The program director of the University will be responsible for supervising and coordinating all phases of the educational program.
   f. Students and University personnel will abide by existing rules and regulations of the Facility insofar as they may pertain to their activities while in the Facility.
   g. This agreement shall be effective upon signature by the parties concerned; automatically renewing each year, unless terminated by either institution by written notification to the other. Except under unusual conditions such notification will be submitted at least 120 days prior to the beginning of a semester PROVIDED, HOWEVER, that such termination shall not affect students already enrolled in the program. Students currently in the program shall have an opportunity to complete the program at the Facility until they meet the requirements for graduation and certification.
5. RESPONSIBILITIES OF THE UNIVERSITY

The University Shall:

a. Establish measurable performance objectives for each clinical education course.

b. Maintain student records.

c. Prepare students academically.

d. Insure that students carry liability insurance for the duration of the clinical training. The insurance will be blanket coverage of at least $1,000,000 each person/$3,000,000 each occurrence. The insurance carrier is Bill Beatty Insurance Agency, Inc., 13140 Coit Road, Suite 510, Dallas, Texas, 75240.

6. RESPONSIBILITIES OF THE FACILITY

The Facility Shall:

a. Cooperate with the University and Radiology group in concurrent and terminal evaluation of student as appropriate. Evaluations will be performed by University faculty and Radiology group members.

b. Not assume any liability responsibility for students’ personal injuries and/or student errors. Clinical errors made by students shall be documented using Facility incident report forms. Reports shall indicate that the error was made by a Radiologist Assistant student. The Radiologist preceptor will countersign the incident report and take responsibility for reporting error to appropriate authorities. The student is responsible for his or her own health insurance.

c. Make available to the students the appropriate clinical areas of the institution, including necessary equipment and supplies.

d. Refer students with personal or health problems to the clinical course instructor.

e. Provide film badge service and radiation reports for students.

Signed: ____________________________________  Date: ______________________
Administrator
(Facility)

Signed: ____________________________________  Date: ______________________
Radiology Department Representative
(Facility)

Signed___________________________________  Date: ______________________
Dr. Betty Stewart
Provost
Midwestern State University
Midwestern State University Radiologist Assistant Program

Clinical Facility Competency Requirements Annual Volume

The MSU RA Program adjusts its clinical competency requirements to meet / exceed the certification examination eligibility requirements of the American Registry of Radiologic Technologists (ARRT). Each RA student must be able to accomplish the following clinical procedure competencies to successfully complete the RA Program. Additionally, students must complete a clinical portfolio with inclusion of case studies and personal radiation exposure measurements.

All students must complete at least the minimum number of all the mandatory procedures. They must also complete additional procedures from the electives categories to document a total of at least 500 cases to complete the RA Program. To count as an elective, the student must do the minimum number of repetitions of that procedure required by the ARRT.

Please report the clinical facility’s annual numbers for the following examinations so we can verify that the RA clinical site has sufficient breadth and volume of procedures for the RA student to accomplish his/her clinical goals. If an RA student will be rotating through several facilities, please add the numbers to represent the student’s total clinical experience.

**Clinical Facility**

<table>
<thead>
<tr>
<th>Procedure</th>
<th>ARRT Category</th>
<th>Minimum Required</th>
<th>Clinical Facility Annual Volume</th>
<th># of annual volume that are pediatric patients (Under 18)</th>
<th># of annual volume that are geriatric patients (Over 65)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GASTROINTESTINAL &amp; CHEST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Esophogram (may be with UGI)</td>
<td>Mandatory</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swallowing Function Study</td>
<td>Mandatory</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper GI</td>
<td>Mandatory</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Bowel Study</td>
<td>Mandatory</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Bowel Enteroclysis</td>
<td>Elective</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barium Enema</td>
<td>Mandatory</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NG/ OG tube placement</td>
<td>Mandatory</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T-tube cholangiogram</td>
<td>Elective</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Defecography</td>
<td>Elective</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>Chest fluoro for diaphragm paralysis</td>
<td>Elective</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>GENITOURINARY</td>
<td></td>
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<td></td>
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<tr>
<td>Antegrade urography through existing tube (pyelography, nephrostomy)</td>
<td>Elective</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cystography or voiding cytourethrography (including a minimum of 10 bladder catheterizations)</td>
<td>Mandatory</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loopogram through existing tube</td>
<td>Elective</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hysterosalpingography (imaging only)</td>
<td>Elective</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hysterosalpingography- procedure and imaging (physician participation required)</td>
<td>Elective</td>
<td>20</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Retrograde Urethrography</td>
<td>Elective</td>
<td>5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>INVASIVE NONVASCULAR</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Arthrogram / Joint Injection &amp; Aspiration (Standard, CT, or MR)</td>
<td>Mandatory</td>
<td>15</td>
</tr>
<tr>
<td>Lumbar Puncture Under Fluoroscopic Guidance</td>
<td>Mandatory</td>
<td>10</td>
</tr>
<tr>
<td>Cervical, Thoracic or Lumbar Myelogram</td>
<td>Elective</td>
<td>5</td>
</tr>
<tr>
<td>Lumbar puncture with contrast (intrathecal for CT)</td>
<td>Elective</td>
<td>15</td>
</tr>
<tr>
<td>Placement of catheter for pneumothorax</td>
<td>Elective</td>
<td>10</td>
</tr>
<tr>
<td>Thoracentesis with or without catheter</td>
<td>Mandatory</td>
<td>20</td>
</tr>
<tr>
<td>Paracentesis</td>
<td>Mandatory</td>
<td>10</td>
</tr>
<tr>
<td>Abscess, fistula or sinus tract study</td>
<td>Elective</td>
<td>5</td>
</tr>
<tr>
<td>Injection for sentinel node localization</td>
<td>Elective</td>
<td>5</td>
</tr>
<tr>
<td>Change of percutaneous tube or drainage catheter</td>
<td>Elective</td>
<td>5</td>
</tr>
<tr>
<td>Thyroid biopsy</td>
<td>Elective</td>
<td>20</td>
</tr>
<tr>
<td>Liver biopsy (random)</td>
<td>Elective</td>
<td>20</td>
</tr>
<tr>
<td>Breast Needle Localization</td>
<td>Elective</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INVASIVE VASCULAR</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PICC Placement</td>
<td>Mandatory</td>
<td>10</td>
</tr>
<tr>
<td>Port Injection</td>
<td>Elective</td>
<td>5</td>
</tr>
<tr>
<td>Extremity Venogram</td>
<td>Elective</td>
<td>5</td>
</tr>
<tr>
<td>Non-Tunneled Venous Catheter Central Line Placement</td>
<td>Elective</td>
<td>20</td>
</tr>
<tr>
<td>Insertion of tunneled central venous access</td>
<td>Elective</td>
<td>30</td>
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</tbody>
</table>


<table>
<thead>
<tr>
<th>POST-PROCESSING</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Perform CT post-processing</td>
<td>Elective</td>
<td>5</td>
</tr>
<tr>
<td>Perform MR post-processing</td>
<td>Elective</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL MANDATORY CASES 375
TOTAL ELECTIVE CASES 125
TOTAL CASES 500

Midwestern State University Radiologist Assistant Program
Clinical Competency Requirements

Signed,

______________________________________________________
Clinical Facility Representative / Title / Date

______________________________________________________
Radiologist Preceptor Name / Date

______________________________________________________
RA Student Name / Date

An Equal Opportunity/Affirmative Action Employer and Educator
ACKNOWLEDGEMENT OF THE 2015
MASTER OF SCIENCE IN RADIOLOGIC SCIENCES PROGRAM
STUDENT HANDBOOK
Midwestern State University

My signature below indicates I have read and understood the contents of this handbook. I agree to abide by the policies and procedures outlined and understand I am responsible for adhering to them.

_______________________________________  
Student Signature

_______________________________________  
Date
I, ______________________________________ have reviewed the MSU College of Health Sciences and Human Services online HIPAA presentation at http://www.mwsu.edu/Assets/documents/academics/hs2/hipaa.swf agree to comply with it. I will respect and protect the confidentiality of all materials reviewed and used during this learning experience.

________________________________________________________________

Student Signature

_________________________

Date