



Course Syllabus: Administration & Supervision of Diagnostic Imaging
College of Health Sciences & Human Services

RADS 3243

Fall 2024

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Pronouns: She/Her

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Course Description:

This is a course in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.

Course Objectives:

The student will correctly assess patient conditions; demonstrate accepted infection control and general safety practices; respond appropriately to emergency situations; practice effective communication skills; and identify pertinent pharmaceuticals and their applications.

Upon completion of this course the student will be able to:

- Recognize and describe members of the health care team
- Demonstrate and describe patient care techniques in a safe manner for the patient, self, and co-workers
- Interpret and record information in patient medical records
- Apply safe body mechanics for the patient, self, and co-workers
- Safely and legally utilize immobilization devices
- Demonstrate and describe vital signs
- Discuss and practice safety inpatient care delivery when oxygen is utilized
- Discuss and practice infection control for the patient, self, and co-workers
- Discuss and practice aseptic techniques

- Demonstrate safe administration of contrast media
- Recognize and respond to patient medical emergencies and demonstrate knowledge of emergency medications
- Discuss ethical and legal issues in health care in general and radiologic sciences in particular.

*The textbook contains chapter-specific objectives that will be helpful in providing direction. Please review these objectives along with the chapters prior to the date scheduled and take notes for yourself, summarizing key points. All of the content within the textbook is testable material for the module of the course for which it is assigned.

Course Resources:

*Required Textbook: Ehrlich, R.A. & Coakes, D.M. (2020). *Patient Care in Radiography with an Introduction to Medical Imaging*. (10th ed.). St. Louis: Mosby/Elsevier. ISBN: 978-0-323-65440-1

Current prices for course resources can be found through the [MSU Bookstore](#).

Additional Resources:

**It is recommended that students download Google Chrome (a free download through Google) or Mozilla Firefox and use one of those as the default browser for ALL D2L courses. This appears to eliminate 99% of technical issues often encountered with Internet Explorer, Apple Safari, etc.*

**Students MUST have reliable computer and internet access.*

Communication with the Instructor:

Communication will be through the student's Midwestern State University email account. An email account is created for every MSU student. If you have not accessed this account yet, please do so by logging into the Portal and clicking the student email account icon located in the Portal.

The instructor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session. Beyond standard university holidays and breaks, the instructor will notify students of any extended periods of time when email contact is not practical (professional meetings, etc.).

***When emailing the instructor, please include your full name, course and section number, and a thorough explanation in your message. This will help expedite your request or needs.**

Students should also periodically check the 'News' section within D2L for course updates and other important information.

Class Meeting Date and Time:

Class meetings are Tuesday and Thursday each week from 8:00am – 9:20am in CE 340. However, the student should be vigilant in logging into D2L. Regular checks will ensure messages from the instructor are received in a timely manner.

See the Course Schedule at the end of this syllabus for specific information about activities and due dates.

Student Responsibilities:

As a student enrolled in this course, you will be responsible for adhering to and meeting posted deadlines and due dates. All activities for this course are listed at the end of this syllabus.

Activities such as quizzes have expiration dates. Please take note that expiration dates for quizzes may differ from deadlines for assignments and activities.

Quizzes and assignments/activities are spaced out in a manner that will allow you ample time to complete them. Assignments/activities will be accepted on or before the posted due date and deadline. ****Late assignments will be accepted on a case-by-case basis.*** If a student cannot complete a course activity by the indicated due date, the student must contact the course instructor immediately. If a student has emergency issues, then the student must contact the instructor as soon as possible (within a day or two). Any activity not completed and submitted by the due date will be addressed on an individual basis.

****Students must use baccalaureate level writing skills including complete sentences, correct grammar, and proper punctuation. All assignments will be graded for accuracy, completeness, quality, spelling, grammar, and integrity.***

*All assignments will be submitted in a dropbox within D2L. All assignments will be completed in Times New Roman or Arial, 12 point font.

See the course calendar for the specific due date.

Course Behavior:

Attendance is mandatory. Excessive unexcused absences will result in a referral to the Dean of the College of Health Sciences and Human Services, and may result in your being dropped from the Program. Excessive unexcused absences are defined as: three (3) absences from lecture without prior approval from instructor or medical reasons (doctor's note will be required). ***Missed exams may only be made-up if prior arrangements are made; weekly quizzes cannot be made-up.** If a student is more

than 10 mins late to class they will be considered tardy. Three (3) tardies will count as an absence.

All students will treat others with respect in this course.

Pronouns

Names and pronouns are deeply personal. Assumptions about them can cause harm. In this class, we will respectfully use whatever names and pronouns peers, authors, and community members ask us to use. If we make a mistake, we will respectfully correct ourselves. Please let me know if you have a chosen name different from that on your academic record or particular pronouns you prefer. To learn more about personal pronouns and why they are important, please visit [Pronouns Matter](#).

Mental Health

We all experience stressful and difficult events as a normal part of life. As your instructor, I believe your mental health is an important part of your academic success. Success in this course depends heavily on your personal health and well-being. You should recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. I strongly encourage you to reframe challenges as unavoidable pathways to success. Reflect on your role in taking care of yourself throughout the term before the demands of exams and projects reach their peak. Please feel free to reach out to me about any difficulty you may be having that may affect your performance in this course as soon as it occurs and before it becomes unmanageable. In addition to your academic advisor and me, I strongly encourage you to contact the many other support services on campus that stand ready to assist you.

- Counseling Center – call 940-397-4618 to schedule an appointment
- [TAO](#) – a multilevel online therapy tool
- [Self-help apps](#) – MSU has a list available
- Mental Health [Resources](#)
- More [online resources](#)

Methodology/Teaching Strategies:

Independent reading assignments, quizzes, classroom discussions, performance assessments, and individual writing assignment are used in this course.

Activities and Assignments:

Participation – 5%

Students must participate in class activities, projects, and discussions. Evidence of class participation includes: coming to class, being on time to class, participating in

class discussions, and submitting the assignments in a timely manner. Each unexcused absence (see attendance) will be a 10-point deduction in the Participation area.

Rad Tech Boot Camp Assignments – 15%

RTBC assignments can be found in D2L. Due dates can be found on the tentative course schedule at the end of the syllabus.

Module Exams – 35%

There are 5 modules in the course, and one exam for each module for a total of 5 module exams.

Performance Assessments – 15%

- Vital Signs
- Patient Transfer
- Venipuncture Skill Assessment

Comprehensive Closed Book Final Exam – 30%

The final examination is a “closed book”, comprehensive examination of a 100 question multiple-choice, short answer, and fill-in-the-blank format. All final examinations will be administered during the designated date(s) and time(s) listed in the calendar and/or syllabus. There will be NO alteration of any type to this schedule.

Evaluation Method:

Percentage Distribution	Value
Participation	5%
RTBC Assignments	15%
Module Exams	35%
Performance Assessments	15%
Final Exam	30%

Grading Scale:

Grade	Range
A	89.5-100
B	79.5-89.45
C	74.5-79.45
D	69.5-74.45
F	69.45 or below

***The last opportunity to drop this course with a grade of “W” is 4:00pm November 25, 2024.** Please refer to the Undergraduate Bulletin for details about receiving a grade of “Incomplete” in a course. In an emergency or extenuating circumstance, a student may request a grade of “Incomplete” in a course before grades are submitted.

If the instructor grants the “Incomplete,” the student has until thirty (30) days after the beginning of the next long semester to complete the course requirements. If the student does not complete the course requirements within the deadline, the grade of “Incomplete” will automatically convert into a grade of “F.”

Disability Support Services:

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 Support Services (DSS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The DSS has assistance 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 Support Services in the Clark Student Center Room 168 or call 940-397-4140 for more information. 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 ADA Coordinator may be contacted at (940) 397.4140, or 3410 Taft Blvd., Clark Student Center Room 168.

Conduct/Honesty/Honor System:

This course adheres to the MSU Code of Conduct. In particular, academic dishonesty, however small, creates a breach in academic integrity. A student’s participation in this course comes with the expectation that his/her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the Student Handbook for answers to any questions about the code.

Students are encouraged to take full advantage of many resources available including Internet sites, handouts, other textbooks & journals, faculty, and peers. This interactive collegial learning environment is conducive to life-long learning.

Specific components of this course are designed to represent the efforts of each student individually and are NOT to be shared. These components include the written assignment submitted for a grade. Submitting someone else's work as your own or improperly cited work constitutes plagiarism. Please see the Midwestern State University Catalog for further discussion of plagiarism. Plagiarism will constitute in an F for the course and the student will be referred to administration for further action. When students submit their efforts for grading, they are attesting they abided by this rule.

Quizzes and exams are not to be copied in any form or shared in any form. Students caught engaging in such activity will receive an F for the course and be referred to University administration for dismissal.

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.

Use of Artificial Writing Generators

Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

*By enrolling in this course, 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 students work product in order to verify originality and authenticity, and for educational purposes.

Campus Carry:

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to

Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Participation in Radiologic Sciences laboratory classes often require students to wear scrubs which may make concealed carry of a firearm difficult if not impossible. In addition, students are often required to palpate other students while simulating medical examinations or procedures. This required physical contact may also make concealment of a firearm difficult. While concealed carry is not prohibited in any Radiologic Sciences laboratory, students are reminded that intentional display of a firearm may result in criminal and/or civil penalties and unintentional display of a firearm is a violation of university policies and may result in disciplinary actions up to and including expulsion from the program and university. Students should factor the above in their decision as to whether or not to conceal carry in Radiologic Sciences laboratories.

Active Shooter:

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety/Emergency Procedures](#). Students are encouraged to watch the video entitled "[Run, Hide, Fight.](#)"

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:

1. Interim Department Chair: Dr. Lynette Watts (940) 397.4833
2. College Dean: Dr. Jeff Killion (940) 397.4594
3. Dean of Students: Matthew Park (940) 397.7500

Tentative Course Schedule

****Activities and dates are subject to change***

Date	Tuesday (8am-9:20am) CE 340	Thursday (8am-9:20am) CE 340
Week of August 26	Module 1	Module 1
Week of September 2	Module 1 Exam	Module 2 Start Pt Transfer
Week of September 9	Module 2 Continue Pt Transfer	Module 2 Continue Pt Transfer
Week of September 16	Module 2 Pt Transfer Skills Assessment	Module 2 Pt Transfer Skills Assessment
Week of September 23	Module 2 Exam	Module 3
Week of September 30	Module 3 Vital signs practice	Module 3 Vital signs practice
Week of October 7	Module 3 Vital signs practice	Module 3 Vital signs practice
Week of October 14	Vital signs skill assessment at SIM lab	Vital signs skill assessment at SIM lab
Week of October 21	Module 3 Exam	Module 4 Venipuncture Prep with Mel
Week of October 28	Module 4	Module 4
Week of November 4	Venipuncture Skills Practice	Venipuncture Skills Practice
Week of November 11	Venipuncture Skills Assessment	Venipuncture Skills Assessment
Week of November 18	Module 4 Exam	Module 5

Date	Tuesday (8am-9:20am) CE 340	Thursday (8am-9:20am) CE 340
Week of November 25	Module 5	Thanksgiving
Week of December 2	Module 5	Module 5 Exam
Week of December 9	Finals Week	Final Exam Thursday 8:00-10:00am