



**MSU Texas**

Robert D. & Carol Gunn College of Health Sciences & Human Services  
The Shimadzu School of Radiologic Sciences

Course Number: RADS 6233x30                      3 credits                      Summer 2021

Course Title: Assessment and Accreditation for Radiology Administrators

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**Course Overview:**

This course provides radiologic administration majors opportunities to develop interpersonal skills they need to effectively work within the healthcare community. Topics include interviewing strategies, conflict resolution methods, engaging with accreditation agencies, and development of other soft skills radiology department administrators need in the workplace.

**Course Objectives:**

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

- Discuss the agencies involved in medical imaging department accreditation processes.
- Develop protocols by which medical imaging professionals are able to engage with accreditation agencies.
- Incorporate multiple interviewing strategies to hire employees who best fit the medical imaging department.
- Develop strategies for resolving conflict in the medical imaging department.
- Create a self-plan to identify opportunities in developing soft skills (team player attitude, growth mindset, openness to feedback, adaptability, active listening, work

ethic, etc.).

**Methodology/Teaching Strategies:**

Independent reading assignments, individual assignments, and discussion boards. This is a fully online course with no campus requirements; there will, however, be a mid-semester virtual meeting for check in and a participation assignment.

**Evaluation Method:**

- Module Discussions 30%
- Participation 30%
- Accreditation Project 40%

**Grading Scale:**

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or less

**Communication with the Instructors:**

Individual questions and concerns should be handled through an email directly to both instructors using the email address at the top of this syllabus. Email is the preferred and best way for contacting the instructors; please sure to include both instructors in the course.

Students must use the MSU Student Email system. The instructors will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session; in the summer, when MSU is open 4 days a week (Monday – Thursday), the instructors will respond within a maximum of 3 days. Beyond standard university holidays and breaks, the instructors will notify students of any extended periods of time when email contact is not practical (professional meetings, etc).

Students should include the course number (RADS 6233) in the subject line of the email and include his/her name in the body of the email. If students do not use the course number, the instructors will return with an email asking for more information; this will delay getting answers to students.

The instructors will be available to meet virtually with any interested students if they request it outside of the mid-semester check in and participation activity (see date in the

course schedule). An appointment must be made and confirmed by email ahead of time with the instructors.

**Attendance:**

This is an online course; however, there is one mandatory check-in/participation session. For the rest of the semester, students should be vigilant in logging onto D2L. Regular checks will insure that messages from the instructors are received in a timely manner. This course is on a schedule that will be strictly adhered to. See the Course Schedule for specific information about activities and due dates.

**The last opportunity to drop this course with a “W” is 4:00pm July 8, 2021.** Please refer to the Graduate 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 instructors grant the “Incomplete,” the student has until ninety (90) 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.”

Please note, late submissions will NOT be accepted for this course and will result in a grade of “0”. If there are extenuating circumstances, please contact the instructors at least a minimum of two (2) days before the due date to make other arrangements. All assignments are considered final and will be graded as such.

**Activities and Assignments:**

Students can proceed through the course content at their own pace within the boundaries set by the Course Schedule and the MSU Academic Calendar. See the Course Schedule at the end of this syllabus for specific information about activities and due dates.

If students have technical difficulties, they should use the “Help” link on D2L, contact the MSU Information Systems Support Staff, and send an email to the professor explaining what happened.

- Check and proofread your work prior to submitting the assignment. All work submitted to the instructors will be considered complete and final and will be graded as such.
- All assignments must be written at the master’s level and will be graded for accuracy, completeness, quality, spelling, grammar, and integrity.
- Because of the nature of the assignments, late submissions will not be accepted.

## Modules

The course content is divided into four modules, and the accreditation project instructions are in a separate module.

- Module 1: Accreditation.
- Module 2: Communication.
- Module 3: Credentialing.
- Module 4: Interviewing.
- Accreditation Project.

Please be aware, each module has unit notes; some modules have references to websites for more information and to complete the accreditation project. The accreditation project module contains the requirements for the assignment.

## Discussion Boards

Modules 3 and 4 have discussion boards. Module 3 (Credentialing) requires students to examine credentialing compliance and maintaining credentials. Module 4 (Interviewing) requires students to scrutinize their organizations' current interview practices for strengths and weaknesses. Students must submit an original post and respond to all peers in the course to receive credit for both discussions.

The self-analysis of leadership skills: Click on the following link: [Leadership Test](#). Once you take the test, analyze the results and create a self-plan to identify opportunities in developing soft skills (team player attitude, growth mindset, openness to feedback, adaptability, active listening, work ethic, etc.). Load your results and analysis to the appropriate discussion board. Read your peers' submissions and offer feedback, including making recommendations for developing these skills.

The forums are designed to encourage interaction between students and provide networking opportunities to view practices from different viewpoints. Be sure to answer any questions asked of peers. Please note: those answers do not contribute to the responses to peers requirement. All Unit Discussions MUST be submitted by the published due dates (see the course calendar).

## Participation

Participation is made up of three components: submitting assignments on time and attending the virtual meeting for Module 2 (Communication).

One of the most difficult things a manager has to do is to have a critical conversation with an employee. During the virtual meeting, students will work through scenarios to develop strategies for handling those conversations. Students not actively engaged in

the scenario should critically observe their peers and provide suggestions and feedback.

***Virtual meeting date TBD.***

**Accreditation Project**

This project is associated with Module 1, and because it is a compilation of the Joint Commission, The American College of Radiology, and Centers for Medicaid/Medicare, students should work on this project throughout the semester. Radiology department administrators work closely with these three organizations to maintain accreditation and gain maximum reimbursement for their departments. This project’s purpose is to help administrators navigate the requirements for accreditation and reimbursement, engage with the websites to find required information, and prepare for visits and audits from these organizations. The instructions for the accreditation project are located in the Accreditation Project Module.

Please see the course schedule for the due date.

**Tentative Course Schedule**

**All assignments are due by 11:59 pm CST on the indicated due date**

<b>Date</b>	<b>Activity</b>
<b>Tuesday, June 1</b>	Class opens Review course syllabus
<b>Monday, June 7</b>	Discussion Module 3, Original post
<b>Monday, June 14</b>	Discussion Module 3, Peer responses
<b>Monday, June 28</b>	Discussion Module 4, Original post
<b>Monday, July 5</b>	Discussion Module 4, Peer responses
<b>Monday, July 12</b>	Self-analysis of Leadership, Original post
<b>Monday, July 19</b>	Self-analysis of Leadership, Peer responses
<b>Monday, August 2</b>	Accreditation Project
<b>Thursday, August 5</b>	Last day of semester

***Virutal Meeting TBD***

**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 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:**

RADS 6233 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 RADS 6233 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.

***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.

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.

### **Administrative Process:**

Unresolved issues related to this course should be first addressed between the student and the course instructors. If there is no resolution, students must follow this sequence:

1. Department Chair – Dr. Beth Vealé (940-397-4611)
2. College Dean – Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

### **Campus Carry:**

Senate Bill 11 passed by the 84<sup>th</sup> Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University’s webpage: [Campus Carry - MSU Texas](#).