



## Course Syllabus: RADS 4643 MRI

**Robert D. & Carol Gunn College of Health Sciences & Human Services**

**Department of Radiologic Sciences**

### Course Information

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Information	Description
Name	RADS 4643x11-Health Law in Medical Imaging (online)
Credit	3 hours
Term	Fall 2023
Dates	August 23-December 8, 2023
Time Commitment	Students should expect to spend at least 9 hours per week on course material (15-week term)
Prerequisites	Acceptance into the BSRT, BSRS, or MRI Certification Program

### Professor

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**Kimberly Onstott EdD, RT(R)(CT)(MR), MRSO(MRSC™) Assistant Professor, Radiologic Sciences**

**Email:** [kimberly.onstott@msutexas.edu](mailto:kimberly.onstott@msutexas.edu)

Use this format in the subject line: 4643\_your last name\_topic of the message

Email is the best way to reach me. If I haven't responded within 72 hours, please email me again.

**Phone:** (940) 397-4332

**Office location:** Midwestern State University

3410 Taft Blvd

Centennial Hall 430Q

Wichita Falls, TX 76309

**Office hours:** Mondays & Tuesdays 12:30-14:30, & Thursdays 8:30-9:30. Please make an appointment by email to be sure I am not meeting with another student at the same time. Zoom meetings, phone meetings, and any additional hours can be arranged by email request.

## Communicating with the Professor

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I prefer email, so there is a record of the communication, and often I am away from my desk. Phone calls may be answered by email when appropriate. I typically respond to emails within 72 hours or sooner. If you do not hear from me within 72 hours, please email me again to be sure I received your email. If this time is longer because I am out of town or for another reason, a news item will be posted online in D2L for the class. Please always give me the time asked to respond before repeating your request.

Include the format below for your email subject line so I can quickly search for particular course questions and answers.

4643\_your last name\_topic of message

Example: 4643\_Smith\_Final Exam question

When there is a need to contact a student, the professor will use the student's MSU email account. The professor is not responsible for sending emails to any other email account (set up your email to forward messages to an email you often check to avoid potentially missing any correspondence). Likewise, faculty members will not be responsible for keeping up with other students' email addresses. If you have not established this account or you need help forwarding messages, do so as soon as possible by contacting [information systems](#).

## Course Description

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This course explores the basic physical and technical principles of MRI scanning. Related clinical applications, system components, image characteristics, quality control methods, limitations, and future developments are introduced.

## Course Objectives

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This course discusses the ethical dilemmas you may encounter in health care and the laws you need to understand to be able to do your job.

Among the topics we will discuss this semester:

- What are morals, ethics, and laws?
- What does the scope of practice mean, and how does that relate to you as a radiologic technologist?
- What are the privacy laws you will follow as a radiologic technologist?
- What is and how do you get informed consent from your patients before taking an X-ray?
- How does the health care system work, and what is your place as a radiologic technologist?

## Teaching Methodology

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Independent reading assignments, Desire2Learn (D2L) modules, Discussion boards, PowerPoint presentations, two course projects, Open book module quizzes, and a Closed book proctored final exam are used in this course.

## Course Materials

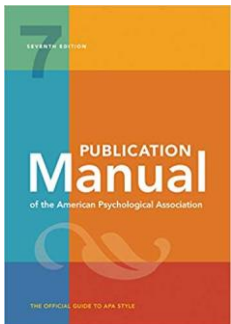
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Both textbooks are required, and you will use them. The health law textbook will only be used in this course and may be bought new, used, or rented. The APA manual will be a textbook you will use in many of your other courses and this one. You will want to purchase it if you still need to. Do not rent it, as it will cost you more money in the long term.

Nguyen, J. (2019). *Legal and ethical issues for health professions*. St. Louis, MO: Elsevier [ISBN: 978-0-323-49641-4]. This book is approximately \$100 from the bookstore.



American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> Ed.). Washington, DC: Author. [ISBN: 978-1-4338-3216-1]. This book is approximately \$36 from the bookstore. This book is used in many radiology courses and should be retained until graduation.



## Computer Requirements

You need access to an up-to-date computer with an internet connection in this course. D2L does not work well with Internet Explorer. Use a different browser when working in D2L. Also, Chromebooks will not work. Only Word documents will be submitted in this course. If using a MAC, documents can be saved as Word files. Video: [How to save Apple Pages document as Microsoft Word file \(.doc & .docx\)](#)

## Important Dates (all times are campus time CST)

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Date		Assignment
<b>August</b>	<b>28</b>	Class opens Review course syllabus
<b>September</b>	<b>12</b>	Module 1 Test due by 11:59 pm Discussion Board 1 closes at 11:59 pm
	<b>26</b>	Module Test 2 due by 11:59 pm

Date		Assignment
October	10	Module Test 3 due by 11:59 pm Discussion Board 2 closes at 11:59 pm
	24	Module Test 4 due by 11:59 pm
	30	Last day to withdraw with a "W" by 4:00 pm campus time.
November	7	Module Test 5 due by 11:59 pm Discussion Board 3 closes at 11:59 pm
	21	Module Test 6 due by 11:59 pm
December	5	Discussion Board 4 closes at 11:59 pm Ethical Dilemma PowerPoint Course Project due by 11:59 pm
	8	Final Exam is due by 11:59 pm

### Grade Distribution

Your semester grade will be made up of the following types of assignments:

- Discussions (4)            20 %
- Course Project            20 %
- Module Tests (6)        30 %
- Final Examination        30 %

### Grade Scale

A=100-90

B=89-80

C=79-70

D=69-60

F=59 and below

### Grading Cycle

All assignments are graded together as a group to maintain a higher level of consistency. Grading begins on the first business day after a due date, outside of university holidays and professional meetings, and is typically completed before the next due date. You may track your progress through the Gradebook in D2L.

### Feedback

Feedback varies throughout the course. The News section of the course is where I will send messages to the entire class. It is best to set up your D2L account to receive an email notification (to the email of your choice) when News items are posted, so you do not miss critical updates.

1. Click the down arrow in the News section on the 4643 course home page
2. Select Notifications

3. Check the email address you wish to send email notifications to. If you need to change this, select "Change your email settings" and enter the new email address. This email address should be an email address you check frequently.
4. If you want to receive these updates on your mobile, select "Register your mobile"
5. Check the box next to "News - new item available" and then check any other boxes you wish to receive an email notification from.

You are welcome to email questions to clarify concepts or look for further explanations. If I encounter repeated questions, I will provide feedback or supplementary resources in the News section of the course so that everyone can benefit from it. You might look there first because your questions and answers may be located there.

### **Late Work**

### **Due Dates**

Most assignments are due on Tuesdays (see Important Course Dates above). Assignments must be submitted by 23:59 (11:59 pm) Central Standard Time on scheduled due dates in the course schedule. If a student fails to meet a deadline, the student will receive no credit for the assignment not submitted on time.

### **Progression**

The student may progress through this course at their leisure within the time constraints set forth by the end dates and due dates in the course schedule. However, the student must consult with the professor if an assignment due date has been missed.

### **Emergency Extension**

If you have a significant event such as a death in the family, illness, hospitalization, or other extenuating circumstances, email the professor at [kimberly.onstott@msutexas.edu](mailto:kimberly.onstott@msutexas.edu) as soon as possible and on or before the scheduled due date. I will grant extensions on an individual basis. If an extension is granted, the following guidelines will typically be followed.

1. The assignment may be up to one week late and still qualify for full credit. After the one-week extension has passed, ten points per day can be deducted until the assignment is no longer worth any credit.
2. When the assignment is completed, you must send a follow-up email to let the professor know it is ready to grade. Failure to notify the professor could lead to a grade of zero.
3. Avoid End of Course Late Work: Please note there are University deadlines for submitting grades at the end of the semester. Therefore, all work must be turned in at least a week before grades must be posted.
4. If a course includes interaction between students in the discussion board, and if extenuating circumstances will prevent you from participating, an alternate assignment may be considered at the discretion of the professor.

### **HIPAA Requirement**

Do not place ANY patient name on your assignments. Any proper name that appears on an assignment other than yours will be considered a HIPAA violation, and the assignment grade may be dropped to as low as a zero, depending on the severity of the violation.

### **Final Course Grade**

A final course score of 70% is required to pass this course. Letter grades of "D" or "F" cannot be used for graduation and will require the course to be repeated according to the current radiology program policies.

## Technical Difficulties

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Occasionally, you may experience problems accessing D2L, accessing class files located within D2L, connecting with your internet service, or other computer-related issues. Make the professor aware of a technical problem as soon as possible. If a problem occurs on our end, such as D2L failure, then a due date extension will typically be granted. **However, remember that it is your responsibility to have (or have access to) a working computer in this class. Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.**

Dropbox assignments that can be attached in an email should be emailed to the professor as soon as a problem is encountered. Failure to do so may result in lost points, regardless of connection issues.

For help options:

- For D2L issues, go online go to the [Distance Education Helpdesk](#)
- Call the Distance Education office at 940-397-4868 between 8 am and 5 pm.
- Use the D2L help link in D2L.
- Contact your professor.
- For other computer access issues, go to the MSU [Information Technology Website](#).

## Attendance

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This is an online course, and there are no mandatory sessions. However, the student should be vigilant in logging in to D2L. The student should expect to log in at least three times per week. Regular checks will ensure that messages from the professor are received promptly. This course is on a schedule that will be strictly adhered to. See the Important Dates section above for specific due dates.

## Requesting a Withdrawal

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The last opportunity to drop this course with a grade of "W" is 4:00 pm on October 30, 2023. The student must initiate all withdrawals. After this date, dropping the course results in a grade of "F".

In an emergency or extenuating circumstance, a student may request a grade of "Incomplete" before grades are submitted. If the professor 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 meet the course requirements within the deadline, the grade of "Incomplete" will automatically convert into a grade of "F".

## Special Needs

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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, professors, and staff. In addition, 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 based on 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 based on a disability are encouraged to resolve the problem directly with the area involved. The Office of Disability Services for resolution will provide advice and assistance if the matter remains unresolved. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The Director of the Counseling Center serves as the ADA Coordinator and may be contacted at (940)397-4618, TDD (940)397-4515, or 3410 Taft Blvd., Clark Student Center Room 108.

## Administrative Process

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

1. Department Chair – Dr. Beth Veale (940-397-4575)
2. College Dean - Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

## Honor System

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RADS 4643 adheres to the [MSU Code of Conduct](#).

In particular, however small, academic dishonesty breaches academic integrity. A student's participation in this course comes with the expectation that their work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the current Student Handbook for answers to any questions about the code.

All components of RADS 4643 are designed to represent the efforts of each student individually and are NOT to be shared, copied, or plagiarized from other sources. When students submit their efforts for grading, they are attesting they abided by this rule.

An online plagiarism service will be used in this course. Student assignments will be uploaded to the service to identify similarities to other student papers and published works.

Cheating includes but is not limited to

- Use of any unauthorized assistance in taking quizzes, tests, or examinations.
- Dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems, or completing other assignments; or
- 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 paraphrasing or direct quotation without correct citation in the text and the reference list,
- The published or unpublished works of another person.
- Students may NOT submit papers and assignments previously submitted for this or other courses.
- Using materials from agencies engaged in "selling" term papers is also plagiarism.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure whether a particular situation will be interpreted as academic dishonesty, they should ask the professor for clarification. If students are guilty of academic dishonesty, a grade of zero (0) will be given for the quiz, assignment, etc. Cases may also be referred to the Dean of Students for possible dismissal from the university.

Students are encouraged to review the tutorials and suggested websites for more information about plagiarism. If you have any questions about what constitutes plagiarism, please consult:

- The [University Academic Dishonesty Policy](#)
- The website [Plagiarism.Org](#), or
- The professor

### **Please Note**

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work/project 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 detect plagiarism.

## **Senate Bill 11**

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### **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](#).

### **Active Shooter**

The safety and security of our campus are 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](#). In addition, students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: "[Run. Hide. Fight.](#)"

If you have questions or concerns, please contact MSU Chief of Police [Patrick Coggins](#) by email at [mpatrick.coggins@msutexas.edu](mailto:mpatrick.coggins@msutexas.edu).

Scroll down for Assignment details

## **Course Content**

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These are the modules we will discuss in this course:

- Module 1: Ethics and Law
- Module 2: Workplace Issues and Compliance
- Module 3: Tort Law
- Module 4: Professional Duties
- Module 5: Health Care Issues
- Module 6: Business and Trends



## Assignments

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### Module Tests

These should be taken after you have reviewed the chapter in the book and any course notes. The tests consist of randomized multiple-choice questions. Each test is timed. The test lengths are:

Module	# of Questions	Maximum Time in Minutes
1	50	50
2	25	25
3	25	25
4	50	50
5	25	25
6	25	25

### Class Discussions

**Exchanging ideas and opinions are critical to understanding ethics, morality, and the law.** You will participate in three discussion boards where you will post a 3 – 4 paragraph post based upon a specific article you will read. For the fourth discussion board, you will professionally critique another student's post from one of the first three discussion boards. Please read the course content for complete instructions. In the online instructions, you will find what should be included in your posts and the outside research expectations for each post. **All discussions MUST be submitted by the published due date (see the course calendar).** **Because discussion boards depend upon timely student submissions, no late submissions will be accepted.**

### The Course Project

**The project is a narrated PowerPoint.** You will select one of the ethical dilemmas from a database on D2L and prepare a narrated PowerPoint presentation. Please read the course content for complete instructions. The online instructions show what should be included in your PowerPoint and how to record your narration.

### The Final Examination

**The final can be taken any time between November 1 and December 8.** You must complete all module tests before taking the final examination. The final examination is a closed book and notes. It is taken using the Respondus Lockdown Browser with Webcam built into D2L. You must take the appropriate practice quiz before the Final to ensure you can use the Respondus system. The final examination is comprehensive and consists of 100 randomized multiple-choice questions. You will have 100 minutes to complete the final examination. **All course requirements must be completed before a grade is awarded.** Therefore, students must complete the final and all coursework by the course schedule date.

Note:

All assignments received are considered complete and will be graded as such. Any instructor decision is final, and no further changes will be made. Scroll down to view the Course Schedule.