

**UNIVERSITY OF WESTERN STATES  
COLLEGE OF GRADUATE STUDIES**

**RESIDENCY IN DIAGNOSTIC IMAGING  
Residency Handbook**

**RESIDENCY PROGRAM IN DIAGNOSTIC IMAGING  
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## **PURPOSE OF THE DIAGNOSTIC IMAGING RESIDENCY**

The purpose of the residency program is to allow participation in an advanced education program in Diagnostic Imaging. The program requires demonstration of competency in radiology as a specialty, teaching, scholarship and service to the university. Residents completing sufficient levels of the program are qualified to sit for the Diplomate examination administered by the American Chiropractic Board of Radiology (ACBR). Specific requirements for eligibility are available to residents and others at the ACBR website ([www.ACBR.org](http://www.ACBR.org))

Effective September 2012, the Northwest Commission on Colleges and Universities approved a Master of Science degree program in Diagnostic Imaging (MSDI). Residents successfully completing UWS Residency in Diagnostic Imaging will be awarded a Master of Science in Diagnostic Imaging (MSDI).

## **PROGRAM DESCRIPTION**

This residency is a 3 calendar year program that requires participants to be full time employees of UWS. The program is a demanding and academically rigorous. Admission to the program is competitive and contingent upon available slots. Upon successful completion of all the program requirements and the recommendation of the Program Director and the Dean of Undergraduate and Graduate Studies of the University, the resident is eligible to sit for the examination administered by the ACBR.

## **DEFINITION: DACBR**

Chiropractic radiology is a recognized specialty in the chiropractic profession. It has long been heralded as the most rigorous of all chiropractic specialties. As a chiropractic radiologist, Diplomates perform consultative services to chiropractors and other health care providers to meet the needs of referring physicians and their patients. The quality of the consultative services by the chiropractic radiologist in independent practice is reflected by the quality of their professional credentials. Members of the American Chiropractic College of Radiology are certified as Diplomates by the American Chiropractic Board of Radiology (DACBR).

Radiologists supervise and interpret plain film studies as well as advanced imaging procedures. They advise referring physicians on the necessity and appropriateness of radiologic services and quality assurance issues. In addition, they assist in clinical decision making issues regarding the maximum benefits and potential risks to the patient from an imaging standpoint.

A chiropractic radiologist assists in making diagnostic imaging available to the public and referring physicians. A radiologist may have a private practice, may pursue research and diagnostic applications, and may serve as an expert witness in matters of litigation.

The advance of the medical and the technological facets of diagnostic imaging is so rapid that only a qualified radiologist can reasonably be expected to maintain the high level of proficiency required to supervise and to interpret these procedures. The practice of radiology continuously involves the application of this technology to patient imaging and treatment. Individual practices may vary by intent, licensure, and scope of practice laws. More information about chiropractic radiology as a professional career choice is available at [www.ACBR.org](http://www.ACBR.org).

## **PROFESSIONAL ANNOUNCEMENTS**

When an opening is available for admission to the residency program, the university will post the availability on its website ([www.uws.edu](http://www.uws.edu)) and may post announcements in national association journals and newsletters as well as sending notices to the postgraduate and chiropractic program divisions and radiology departments of each chiropractic college at the appropriate time.

## **EMPLOYEE BENEFITS**

Residents are eligible for compensation and benefits as described and modified from time to time in university policy and procedures documents. Residents are staff employees and are eligible for salary, health insurance benefits, malpractice insurance coverage and, as appropriate, pension plan participation. Greater detail on these issues is available through the University's Human Resources office.

## **GENERAL POLICIES ON DIAGNOSTIC IMAGING RESIDENCIES**

### **ELIGIBILITY**

To become a resident, an applicant shall:

- A. Complete the on-line application process.
- B. Earn prior to beginning the residency program a DC degree from a chiropractic college accredited by the Council on Chiropractic Education.
- C. Be eligible for or hold an Oregon license to practice chiropractic within 6 months of starting in the program. All residents must acquire an Oregon license before they can progress into the third quarter of their residency. Any resident who has not acquired an Oregon license, shall be subject to immediate dismissal from the program without opportunity to return. Any resident who fails to maintain a sanction-free license to practice will be subject to sanction up to termination of employment without opportunity to return.
- D. Have a recommended CGPA of 3.0 (on 4.0 scale) in the DC professional program.

- E. Have earned a CGPA of at least a 3.0 in the radiology courses, without receiving any grade lower than a “C” in any radiology course.
- F. Submit three professional letters of recommendation with one from a certified specialist in chiropractic radiology (D.A.C.B.R.).

## **APPLICATION PROCEDURE**

Applicants should review the Residency Handbook <https://www.uws.edu/wp-content/uploads/UWS-Radiology-Residency-Handbook.pdf> and Career Pathways information <https://www.uws.edu/diagnostic-imaging-residency/career-pathways/> and then complete the online application with the following:

### **Essay**

Please respond to each of the following questions. Be concise. The Committee is interested in your perspectives relating to this training program, not a lengthy dissertation of your life or philosophies.

- What strengths do you bring to this program and how will they advance the program during your time with us?
- What are the most important goals you intend to fulfill while in this program?
- How will you use your specialty training after you finish the program?

### **Curriculum Vitae/Resume**

### **Original, official transcripts from the applicant’s DC program**

**Contact Information for three professional references:** Radiology department chairperson or equivalent from their alma mater; a DACBR; and a faculty member from a department other than radiology.

The following requirements must be met for effective processing of the candidate’s application.

## **SELECTION PROCESS**

The Residency Committee shall be established to interview and select residents. This Committee shall consist of and be chaired by one elected from the following:

- Dean of Undergraduate & Graduate Studies (Chair Committee)
- Vice President of Academic Affairs (ex-officio)
- Chief of Staff
- Director of Diagnostic Imaging residency
- Chairperson, Division of Clinical Sciences
- One Teaching Faculty – DACBR, appointed by the Committee Chairperson
- One Faculty Member-at-large

The Residency Committee and/or its delegate will review all applications and applicants will be selected for interviews on campus. Those chosen for interview for the Diagnostic Imaging Residency Program will be required to complete the following:

- A. On-campus interviews with Residency Committee Representatives and departmental representatives (at the candidate's expense)
- B. An oral examination including interpretations of films at the view box with members of the Department of Diagnostic Imaging.
- C. Written examination

The Residency Committee shall recommend a single candidate after review of the application, transcripts, letters of recommendation, examination results and on-campus interviews. This recommendation shall be based on consensus of the Committee

Candidates shall be notified in writing by mail or fax of the decision of the committee. The selected resident-candidate shall receive a letter of acceptance and intent which shall be returned to the College within ten calendar days. In the event that the selected resident-candidate declines the appointment or fails to submit a letter of acceptance and intent, then the Committee reserves the right to offer the position to the first runner-up.

## **UNIVERSITY POLICIES AND REGULATIONS**

The University of Western States policies and regulations regarding employment, employee conduct and expectations shall be enforced with all residents.

## **JOB DESCRIPTION FOR TEACHING RESIDENT**

**DEPARTMENT:** Undergraduate & Graduate Studies

**REPORTS TO:** Director of Diagnostic Imaging Residency

**SCHEDULE:** Monday – Saturday, 7:30am – 6:30pm

**CLASSIFICATION:** Exempt

### **SUMMARY DESCRIPTION:**

Radiology residents are engaged in an educational program that includes participation in an academic program, teaching, clinical service, outside rotations at imaging centers outside the institution, service to the institution, and scholarly endeavors. The culmination of the program leads to eligibility to sit the ACBR examination. A part of the position is an educational program in which the resident participates, demonstrating knowledge, skill, critical thinking and professionalism in the acquisition, interpretation and integration of imaging findings into patient management. Another part relates to teaching in the DC program. A third part relates to providing clinical services within the institution. Residents will be classified as "First year, Second year and Third Year. Successful transition through each

year is predicated on satisfactory completion of the requirements of the previous year's program. Deficient performance in any area may be cause for delay in progress (and programmatic completion) and may result in adverse employment sanctions, including but not limited to suspension or termination from the position.

## **RESPONSIBILITIES:**

### **Educational Program**

- Participates in classes, educational rounds, sessions and completes other educational duties related to mastering content as described in the Residency syllabus at a satisfactory or better level.
- Successfully passes all courses and other assignments of the program at a satisfactory level, as determined by the institution and/or the Residency Director.
- Demonstrates competency in academic, clinical and scholarly settings with respect to imaging and imaging-related patient management issues.
- Commits sufficient time to studies and other pursuits as required to be able to demonstrate competencies required in the program.
- Composes, distributes and maintains accurate and understandable communication with colleagues, students, superiors and others as required.
- Engages Board certification

### **Teaching Duties**

- Demonstrates ability to create and operationalized educational lectures and laboratory experiences as well as to satisfactorily create courses, lesson plans and psychometrically sound evaluations of students in the DC program radiology courses.
- Demonstrates ability to successfully lead clinical teaching opportunities with other residents and DC program students in the area of diagnostic imaging

### **Clinical Service**

- Perform at a satisfactory level in clinical consultative environs at a level consistent with expectations and experience levels.
- Produce top quality imaging studies as needed and appropriate
- Support the radiology educational and clinical staff in their areas, as needed

### **Scholarship**

- Create and participate in the creation of scholarly products commensurate with the expectations of the program and mentors as required in the program
- Demonstrate the ability to effectively locate, retrieve, read, interpret and integrate scientific literature germane to radiology as necessary in all aspects of the residency

### **Service**

- Represent the institution at outside venues as appropriate, including other imaging facilities, conferences and symposia, meetings within and outside the institution as required
- Demonstrate participation in institutional gatherings as appropriate
- Support the institution in all activities

### **General Expectations**

- Adhere to the expectations for conduct, interactions and communication at UWS
- Adhere to the policies, regulations, procedures and other employment expectations applicable to all employees of UWS

- Demonstrate communication that is professional, appropriate and consistent with the institutional mission, goals and cultural norms.
- Demonstrate appearance, hygiene and behavior that is befitting a professional representing the institution
- Implement and complete specific projects as requested by the Program Director and/or administrative officials of the institution. This may include varying levels of ability to initiate, plan, organize, oversee and complete complex tasks and events. Coordinate/prepare for special events and meetings as directed.
- Able to function independently with minimal oversight or supervision; resolving concerns when possible and effectively communicating needs and concerns to the Program director or others in the administrative chain of command as necessary.
- Processes confidential documents and records, and ensures confidentiality of these records and related conversations.
- Works effectively as part of a team as needed.
- Other duties as assigned.

**QUALIFICATIONS: (Knowledge, skills and abilities needed to perform the job)**

- Ability to work effectively with College employees, faculty, staff, students, alumni, and others.
- Computer skills: Windows, MS Office applications, e-mail applications, Internet applications. Able to input, organize and evaluate basic data and information in electronic format
- Demonstrate a friendly, professional demeanor with all.
- Provide excellent customer service.
- Demonstrate discretion and confidentiality with all work and work products.
- Ability to be flexible and adapt to changes.
- Work as a team member.
- Ability to organize, prioritize work and meet deadlines.
- Demonstrate ability to think quickly and act appropriately in emergency situations.
- Willing to learn and take on tasks of increasing responsibility.
- Highly effective oral communication skills.

**REQUIREMENTS: (Education, Training & Experience)**

- First Year
  - DC degree in good standing with regulatory agencies, free from sanction or other adverse practice ruling.
  - Successful completion of the application process, including interviews, evaluations and other employment requirements of UWS.
- Second Year
  - Successful completion of first year requirements
  - Compliance with institutional policies, regulations and expectations for performance and conduct
- Third Year
  - Successful completion of second d year requirements
  - Achieve eligibility for ACBR board certification process
  - Compliance with institutional policies, regulations and expectations for performance and conduct



Specific responsibilities include, but are not limited to:

1. Teach Radiology courses offered in the DC program in accordance with guidelines and requirements established in the Residency Syllabus. Teaching assignments will consist of no more than 10 contact hours per week, not to exceed 6 credit hours of primary instruction per quarter. Guest lectures and fill in lectures do not count towards the total contact hours. Schedules will be created by the Residency Director each quarter, and shall be approved by the VPAA.
2. If a resident passes part I and part II portions of the ACBR examination while still in the residency, the resident shall be entitled "Chief Resident". Chief Residents may participate in instructing other residents during sessions at the discretion of and under the direction of the Residency Director, with approval of the VPAA. Chief Residents shall not be subject to the teaching contact hour stipulations above.
3. Radiology consultation, including acquisition, interpretation and quality evaluation of imaging studies as assigned.
4. Create, administer and evaluate examinations consistent with programmatic expectations
5. Serve as a teaching assistant during lab times as scheduled.
6. Serve in the clinic system as required.
7. Time in the clinics, film reading, or imaging center visitation will not be included in the 10 academic contact hours per week calculation
8. Film reading (proofreading and/or supervised interpretation) as assigned.
9. Film and Didactic sessions with DACBR members of the Radiology Department 8 to 10 hours per week on an individual or group basis as assigned.
10. Satisfactory or better progress through the Residency Program, passing written practical, oral or other examinations as set forth in the residency syllabus.
11. Demonstrate effective, professional relationships with other members of the Radiology department.
12. Participate in hospital/diagnostic imaging center visitations as assigned
13. Be able to reliably and consistently travel to and from imaging centers and outside college clinics.
14. Demonstrate attire, hygiene, appearance and conduct befitting a professional and employee of UWS.

15. Attend required meetings, symposia and other university or university sanctioned events as assigned.
16. Attend and participate in the American College of Chiropractic Radiology workshop and symposium at the discretion of the Residency Director, with approval of the VPAA.
17. Submit a minimum of one scientific paper for publication in a peer-reviewed journal in which the resident is the first author.
18. Follow established chain of command and protocol with regard to student complaints/grievances, faculty complaints/grievances, requests and recommendations for courses.
19. Adhere to university policies, regulations and expectations at all times.
20. Exhibit loyalty to and respect for the university and its Mission and Values as well as colleagues, staff personnel, curriculum, etc.; if a problem arises; it is not to be aired in a public forum, but rather resolved in the proper office, through accepted channels and procedures.
21. Respect the confidentiality of information pertaining to students and patients contained in university records and information of a confidential nature.
22. Maintain office hours or open lab but shall not tutor individual students or conduct business directly or indirectly with any student or student groups.
23. It is the financial responsibility of the resident to purchase materials needed to study radiology and to take the ACBR examinations.

NOTE: In addition to those duties, the American Chiropractic Board of Radiology (ACBR) may also require that the resident perform other duties, to be eligible to sit for certification examinations.

### **POLICY ON OUTSIDE EMPLOYMENT**

A resident's full-time professional responsibility is to UWS. Residents desirous of engaging in outside employment are required to obtain the approval of the Residency Director and the VPAA. They are required to discuss the nature and extent of outside employment with the Residency Director and the VPAA and to have written approval to engage said outside employment prior to accepting in such outside employment. Failure to do so may result in disciplinary action up to and including immediate termination from the program and the university without opportunity to return.

### **DIAGNOSTIC IMAGING SYLLABUS**

The program is guided by a syllabus, which may be altered from time to time. Residents are expected to adhere to the current version of the syllabus and all its requirements.

## **EVALUATION AND PERFORMANCE**

The Residency Director will be primarily responsible for the evaluation and reporting of progress and/or deficiency of each resident to the Residency Committee. Evaluations shall be conducted each quarter with an overall assessment of worthiness to progress in the program. If needed the VPAA will meet with the resident to discuss areas of performance deficiency and establish remedial plans to correct deficient performance, including repeating modules of the program. Residents need to understand that failure to meet the expectations of the program could result in delay of completion.

The Residency Director will maintain a confidential evaluation file on each resident, to be reviewed with the resident at the end of each academic quarter. The completed Quarterly Assessment files shall be kept in the office of the University Registrar.

At the time of evaluation any deficiencies will be noted and a plan developed to correct such deficiencies in the following trimester.

Materials for evaluation shall include the following:

1. Scores on oral, practical and written examinations in all instructional modules the resident has participated in during the quarter.
2. A written evaluation by the Chairperson.
3. Written evaluation by instructors and others, including outside rotation supervisors under whom the resident has served.
4. Scores on sectional examinations, or portions thereof, which shall be given periodically, (at the end of each section).

## **GRADES**

Syllabi shall outline assessment methods and parameters. Residents are required to achieve a "C" grade or better on all courses or "P" grade for Pass/Fail areas. Failure of a course for the second time shall result in automatic academic probation. Three failures of any course or section of the residency shall result in dismissal from the program without opportunity to return.

## **TERMINATION**

If the Residency Committee has determined that the resident has failed to demonstrate acceptable progress through the program, they shall be notified of the expectation for improvement. Failure to improve, or demonstration of multiple areas of deficiency over time shall result in disciplinary action, up to and including termination from the program without opportunity to return. A resident *must demonstrate* satisfactory resolution of all problems in an established timeframe.

Any resident who engages in unprofessional conduct including academic dishonesty shall be subject to disciplinary action. If the decision results in suspension or dismissal of the resident, the resident shall have rights to appeal the dismissal to the Executive Vice President and Provost's office.

### **PROGRAM COMPLETION**

Upon the successful completion of the residency program, the resident shall receive a Certificate of Residency Completion. Such certification *does not* authorize the individual to hold himself/herself out as a specialist in the field of radiology. Failure to complete all the requirements of the program shall result in dismissal from the program.

UWS expressly disclaims any representation or warranty that the Resident will receive Diplomate status from the American Chiropractic Board of Radiology. While it is the program's intent to sufficiently train and prepare individuals to be successful in achieving Diplomate status, it is ultimately the Resident's performance on these exams that determines their fate- not UWS.

### **RESIDENT ELIGIBILITY TO SIT FOR THE ACBR EXAMS**

University of Western States shall certify the eligibility of each resident who successfully completes the necessary components of the program to sit for the Diplomate examinations given by the American Chiropractic Board of Radiology. Residents must understand that not all programmatic requirements are tied to the ACBR examination process, and residents are expected to fulfill all programmatic requirements in order to receive their Residency Certificate. Failure to fulfill all programmatic requirements will result in dismissal from the program.

### **RESIDENT TEACHING LIBRARY**

This collection of case materials, texts, journals and educational material is maintained by the Department of Diagnostic Imaging. Each resident has access to the library. Materials in this library are to remain in the radiology library. All films are expected to be re-shelved after use. Personal film copying is allowed only in certain instances as approved by the Residency Director.

### **DISCLAIMER**

This handbook may be revised periodically and cannot always reflect up-to-the-minute changes or developments in the residency program or other programs offered by the University. The College reserves the right to modify any of the Residency Handbook affecting the teaching resident. The provisions of this handbook do not constitute a contract expressed or implied between the applicant, student/resident, faculty member and the University of Western States or its affiliates.