

DATE REVISED: 10/27/05

TITLE: TEACHING RESIDENT IN DIAGNOSTIC IMAGING

JOB OBJECTIVES: To participate in an advanced educational program in Diagnostic Imaging leading to eligibility to sit for the American Board of Chiropractic Radiology examination while serving the college in the areas of student instruction.

SUPERVISION RECEIVED FROM: Residency Director, Chairperson, Department of Diagnostic Imaging; Academic Dean

SUPERVISION GIVEN TO WHOM: Parker College of Chiropractic students in instructional assignments determined by the Residency Director.

JOB SPECIFICATIONS:

EDUCATION/EXPERTISE:

- a. Have earned prior to beginning the Residency Program the DC degree from a chiropractic college accredited by the Council on Chiropractic Education.
- b. Have a Texas chiropractic license or be eligible for licensure with the acquisition of such license as set forth in the Residency Handbook.
- c. Recommended CGPA of 3.0 in their DC professional program.
- d. CGPA of 3.0 in their DC professional program radiology courses. No grade less than "C" in any radiology course in their DC professional program.
- e. Letter of recommendation from Department Chairperson or Head of Radiology at the chiropractic institution from which degree was granted

PHYSICAL REQUIREMENTS: Ability to read and clearly speak English; ability to use both upper and lower extremities; ability to reach objects on counters at 39 inches and at eye level; mobile; ability to lift 25 pounds; dexterity; ability to move about readily and rapidly; good hearing and vision; good communication skills.

JOB REQUIREMENTS/SKILLS: Ability to educate and instruct students within set guidelines; meet educational requirements; assist students as needed; good public relations skills; good grooming and professional attitude; legible handwriting; good organizational skills; computer literate; knowledge of College policies and procedures regarding students, faculty and staff; work a minimum of 40 hours per week.

ESSENTIAL JOB FUNCTIONS:

The position responsibilities include, but are not limited to:

1. Teach Radiology courses offered by the College in accordance with guidelines established in the Residency Handbook. Teaching assignments will consist of 10 contact hours per week, not to exceed 6 credit hours of primary instruction per trimester. Guest lectures and fill in lectures do not count towards the total contact hours. Schedule of instruction to be assigned by the Residency Director of Diagnostic Imaging, Center for Academics.

2. If a resident Passes part I and part II portions of the ACBR examination while still in the residency, the resident may participate in instructing other residents during sessions at the discretion of and under the direction of the Chairperson, Department of Diagnostic Imaging.
3. Radiology consults, radiographic clinical and technical evaluation as requested by Residency Director, Chairperson of Diagnostic Imaging or Academic Dean.
4. Proctor examinations as requested/assigned by the Residency Director.
5. Guest lecture in Academic Radiology courses as requested.
6. Serve as a teaching assistant during open lab times as scheduled by the Residency Director.
7. Serve in the clinic system as determined by the Residency Director, Chairperson, Department of Diagnostic Imaging; Dean, Center for Academics; and Dean, Center of Clinics.
8. Time in the clinics, open lab, guest lecturing, fill in lecturing, sessions, film reading, or imaging center visitation will be in addition to and will not be included in the required 10 academic contact hours per week
9. Assist in development / administration of Clinic Entrance / Exit examinations as assigned by the Residency Director, Chairperson, Department of Diagnostic Imaging or Academic Dean.
10. Film reading (proofreading and/or supervised interpretation) as assigned by Residency Director.
11. Film and Didactic sessions with members of the Radiology Department having a DACBR title of 8 to 10 hours per week on an individual or group basis as determined by the Residency Director.
12. Demonstrate adequate progression through the Residency Program by written and or oral examinations as set forth in the Residency Handbook.
13. Work well with other members of the Radiology department.
14. Help maintain and build resource library for Department of Diagnostic Imaging.
15. Participate in hospital / diagnostic imaging center visitations set up by the Residency Director.
16. Responsible for traveling to and from Imaging centers and outside college clinics.
17. Must dress and act in a professional manner while representing the College in the Clinics or at an outside Imaging center.
18. Attend banquets and commencement exercises as directed by the Residency Director.
19. Attend and participate in Center and College meetings and in-service days as directed by the Residency Director.
20. Attend and participate in the American College of Chiropractic Radiology workshop and symposium at the discretion of the Residency Director.

21. Prepare one scientific paper for publication per year, as set forth in the Residency Handbook.
22. Follow Center procedure for reporting illnesses, emergencies, etc.
23. Establish office hours and meet with students as necessary to answer questions, offer academic support, mediate grievances and respond to student concerns.
24. Meet with classes as scheduled by the Residency Director; shall be on time and hold the class for the entire period.
25. Follow established chain of command and protocol with regard to student complaints/grievances, faculty complaints/grievances, requests and recommendations for courses.
26. Refrain from any activity, which involves risk to the health and safety of a student.
Note: Residents may not diagnose and/or treat students on the college premises under any circumstances.
27. Keep records of student attendance in accordance with College policy.
28. Exhibit loyalty to and respect for the College and its goals and purposes; 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.
29. Respect the confidentiality of information pertaining to students contained in College records and information of a confidential nature pertaining to the College
30. Residents shall offer assistance to students having academic difficulties during their office hours or open lab but shall not tutor individual students or charge for reviews. The Residency Director must approve free reviews
31. It is the financial responsibility of the resident to purchase materials needed to study radiology and to take the ACBR examinations.
32. Other duties and responsibilities as deemed necessary by the Residency Director, Chairperson, Department of Diagnostic Imaging and/or Academic Dean in accordance with the Residency Handbook.
33. Follow the policies, procedures and protocols of the established Residency Handbook to include conflict resolution.

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 the examinations.

Candidates not completing their requirement will not qualify to sit for the Part I examination. (See, American Chiropractic Board of Radiology Candidate's Guide.)

Revised: 10/27/05

TITLE: RESIDENT IN DIAGNOSTIC IMAGING – CLINIC DUTIES

DEPARTMENT: Center for Clinical Sciences

JOB OBJECTIVES: To provide residents in Diagnostic Imaging clinical experience as part of their training while assisting in the radiological training of Interns. **The residents will be assigned one clinic day per week to perform or evaluate radiographic examinations, evaluate radiographic reports from student interns, produce radiology reports and/or other tasks as deems necessary by the Residency Director.**

SUPERVISION RECEIVED FROM: They are to work under the direct supervision of the Residency Director, Chairperson, Department of Diagnostic Imaging, Dean, Center for Clinics, Clinical Radiology staff members, Dean, Center for academics.

SUPERVISION GIVEN TO WHOM: Parker College of Chiropractic students (Interns) in instructional assignments determined by the Residency Director, Chairperson, Department of Diagnostic Imaging and, Dean, Center for Clinics.

JOB DESCRIPTION:

1. Maintain a 1 day per week schedule (a clinic shift) of clinical radiology rotation throughout the length of their residency within the PCC clinic system as assigned by the Residency Director, Chairperson, department of diagnostic Imaging and the Dean, Center for Clinics.
2. Assist in the instruction of Interns performing radiological examinations as deemed appropriate by the Residency Director.
3. Assist in performing QA's as deemed appropriate by the Residency Director.
4. Assist in any type of radiology testing that may be administered during the resident's clinic duty.
5. Help maintain radiology equipment
6. Assist the staff radiologist as deemed appropriate.
7. Residents shall not act in the role of a primary radiologist.
8. Residents shall give their opinion of a case only when asked to do so, but any clinically significant decisions should not be based upon this opinion without the consultation of the clinical radiologist.
9. Residents shall not act in the role of a staff doctor.

RESIDENT AS COURSE DIRECTOR

This position will include the following essential job functions, but is not limited to:

1. Teach radiology courses offered by the College; 10 contact hours per week, not to exceed 6 credit hours of primary instruction per trimester. Guest lectures and fill in lectures do not count towards the total contact hours. Schedule of instruction will be assigned by the Residency Director.
2. Update class web pages
3. The Residency Director and Chair, Department of Diagnostic Imaging **MUST** approve changes to any lecture manuals or course material. Any changes to the Rad Exam course manual should include open discussion with the rad tech liaison.
4. Proctor examinations as requested/assigned by the Residency Director and Chairperson, Department of Diagnostic Imaging.
5. Turn in to Academic Dean for each course a copy of the syllabus (using the standard format), all handouts, each exam with key, grade reports, final attendance report, and a final grade report.
6. Review potential textbooks and materials for all courses in which the Teaching Resident is the Course Director. Textbooks and materials can only be changed after approval by the Residency Director and Chairperson, Department of Diagnostic Imaging. If chosen, the textbook should be used for one year.
7. Recommend to the Chairperson, Department of Diagnostic Imaging, equipment, maintenance and repair needs for the lab for each course in which the Teaching Resident is Course Director.
8. Follow Center procedure for reporting illnesses, emergencies and the like. Notify the Chairperson, Department of Diagnostic Imaging and the Academic Dean so courses can be covered. No course in the Center for Academics should ever have to be canceled due to failure of such notification.
9. Establish office hours and meet with students as necessary to answer questions, offer academic support, mediate grievances and respond to student concerns.
10. Set goals for courses, which are consistent with the College's overall mission and establish objectives to meet them. Changes in the content of a course must be met with approval of the Residency Director.
11. Assist in setting goals for the Department which are consistent with the College's overall mission and establish objectives to meet them.
12. Assist in the evaluation of prospective radiology residents as determined by the Residency Director.
13. Maintain a minimum of five office hours per week between the hours of 7:00 am – 5:00 pm. Teaching Resident must be present in their offices during these hours whether they have appointments with students or not.

14. Meet with classes as scheduled by the Residency Director, be on time and hold the class for the entire period.
15. Participate in committees/College functions as requested by the Residency Director, Department Chairperson, Academic Dean, Vice President of Administration or President.
16. Respond in a timely fashion to administrative requests.
17. Support Academic Dean's policies and procedures by explaining and enforcing them with students.
18. Follow established chain of command and protocol with regard to student complaints/grievances, faculty complaints/grievances, requests and recommendations for courses.
19. Maintain a high level of current expertise in all assigned subject areas.
20. Work with Clinic personnel to help administer clinic entrance and exit exams when requested.
21. Refrain from any activity, which involves risk to the health and safety of a student.
Note: Teaching Resident may not diagnose and/or treat students on the College premises under any circumstances.
22. Attend all College and Center meetings, trimester banquets, and commencement exercises as required by College administration.
23. As much as possible and when appropriate, encourage student participation in the critical evaluation of research papers and research activities applicable to the chiropractic profession.
24. Each trimester, update course materials as needed and copy to the Residency Director, Department Chairperson and Academic Dean to provide the most current information possible in the assigned subject area.
25. Keep accurate records of student attendance in accordance with the guidelines established by the College.
26. Respect the confidentiality of information pertaining to students contained in College records and information of a confidential nature pertaining to the College.
27. Work well with other members of the Department of Diagnostic Imaging.
28. Exhibit loyalty to and respect for the College and its goals and purposes, 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.
29. Teaching Resident shall offer assistance to students having academic difficulties in their class during their office hours but shall not tutor individual students or charge for reviews. The chairperson must approve free reviews.

30. Other duties as deemed necessary by the Residency Director, Department Chairperson and/or Academic Dean.

In addition, Teaching Resident will be subject to and must comply with the following sections in the Faculty Handbook as though Resident were a Faculty Member:

Academic Regulations – the following sections:

- Evaluation of Teaching in Courses (student review section)
 - Course Syllabi/Outlines
 - Class Attendance
 - Budgetary Requests
 - Calendar
 - Final Examinations
 - Eating and Drinking
 - Scheduling of Rooms
 - Facilities and Services
 - Care of Equipment
 - Guest Speakers
- Student Evaluation – all sections
- Advising – all sections
- Learning Disabilities Statement
- Faculty Personnel Policies – to include
 - Approval of Employment
 - Faculty Records
 - Procedure for Resignation
 - Regularity and Dependability
 - Absence
 - Policy on Late Instructors
 - Faculty Apparel and Conduct
 - Confidentiality of College Affairs
 - Employee Privacy
 - Policy on Vendors or Distributors
- Information about Parker College Policies and Procedures regarding racism/sexism/discrimination – all sections
- Harassment
- Policy on Student/Faculty/Staff Relationships
- Policy on a Drug Free work place – all sections