Course Number: RADS 4643              3 credits

Course Title: Health Law in Medical Imaging

Faculty:
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Course Overview: This course serves as an introductory study of laws affecting medical imaging. Topics include ethical & legal foundations, communication, confidentiality, nonmaleficence, beneficence, patient autonomy, informed consent, death & dying; student & employee rights and responsibilities; healthcare distribution, diversity, new technology and future challenges.

Course Objectives: Upon completion of this course, a student will:

- Differentiate between administrative, civil, and statutory law
- Identify examples of each for the imaging and therapeutic sciences
- Describe methods of reducing institutional and personal liability
- Apply the professional practice standards to their personal practice
- Respect the rights of the patient as described by law, professional practice standards, and ethical standards

Textbook:

Required:

Recommended:

Attendance: This is an online course and there are no mandatory sessions. However, the student should be vigilant in logging onto Blackboard. Regular checks will insure that messages from the instructor are received in a timely manner.

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 Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. 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 on the basis of 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 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 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.

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The last opportunity to drop this course with a grade of "W" is 4:00pm March 19, 2012. 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". Poor time management does not constitute an emergency or extenuating circumstances.
**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:

- Department Chair - Dr. Donna Wright (940-397-4615)
- College Dean - Dr. Susan Sportsman (940-397-4594)
- Dean of Students - Dail Neely (940-397-6273)

**Honor System:** RADS 4643 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 or her 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.

Many components of RADS 4643 are designed to be highly interactive with students helping each other learn. Students are encouraged to take full advantage of many resources available including online WebCT course resources, Internet sites, other textbooks and journals, faculty, and peers when answering objectives. This interactive collegial learning environment is conducive for lifelong learning.

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.

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.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, he/she should ask the instructor 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.

**PLEASE NOTE:** 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 student's work product in order 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 to detect for plagiarism.
**Communication with Instructor:** Contact information for the instructor is listed at the beginning of this syllabus. Email is the preferred mode of communication. **Students must use their standardized MSU Student email for correspondence about this course.**

Faculty members will not be responsible for keeping up with other email addresses for students.

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 there is a need to contact students, the instructor will use the students' "students.mwsu.edu" email account. The instructor is not responsible for sending emails to any other email account.

**CLASS 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 Calendar for specific information about activities and due dates.

**Unit Quizzes (40%)**

When a student has reviewed a module and is ready for the quiz, he or she will log on to WebCT and receive a customized quiz consisting of randomized multiple choice questions. **See the course calendar for recommended due dates.**

It is important to know the module content before attempting the module quizzes. Quiz scores will be available immediately after a student submits his or her quiz for grading.

All quizzes are open the day that classes begin, so you can work ahead. It is recommended that quizzes be completed and submitted by the recommended due date published in the course calendar.

If students have technical difficulties during a quiz, they should use the "Technical Help" link in the left menu bar in Blackboard, contact the MSU Blackboard Support Staff, and send an email to the course instructor explaining what happened.

**Annotated Bibliography (20%)**

An annotated bibliography is a list of citations to books, articles, and documents. Each citation is followed by a brief (usually about 150 words) descriptive and evaluative paragraph, the annotation. The purpose of the annotation is to inform the reader of the relevance, accuracy, and quality of the sources cited. Creating an annotated bibliography calls for the application of a variety of intellectual skills: concise exposition, succinct analysis, and informed library research.
First, locate and record citations to 3 articles in peer-reviewed journals that contain information that is relevant to this course (ethics, health law, administrative law, labor law, etc.). Cite the book, article, or document using the APA style. There is a link to a helpful APA formats. This is not an all inclusive list of APA formats, it is just a guide. The paper should include a concise annotation that summarizes the central theme and scope of the article. You must also discuss one of the following for each annotation (choose one):

a. evaluate the authority or background of the author
b. comment on the intended audience
c. compare or contrast this work with another you have cited,
d. explain how this work illuminates your bibliography topic.

More information, resources and the due date are available by visiting the Assignments link. The assignment is due on the date in the course calendar. Late assignments will be penalized -10% and those past the Final Cut-off Date in the Course Schedule will not be accepted and a grade of "0" will be recorded.

Early submissions are appreciated; however, they will not be returned until the end of the semester after all reports have been graded.

Discussion Board Participation- (10%)

A discussion board is established for the course. Participation in this type of classroom discussion accounts for 10% of the course grade and students should designate a time each week to participate in this class activity.

The course instructor will post a welcome on the forum for the class at the beginning of the semester. Each student must post one discussion-type question* on the forum for class discussion during the semester. Each student must post "meaningful" responses to at least ten (10) posted questions. The student posting the question will serve as the resource for the discussion by their classmates. In order for the instructor to maintain an accurate accounting of the questions posted, the student must post their name with their question in the subject header. If you are uncertain as to whether or not your question is appropriate, you may e-mail the question to the instructor prior to posting it.

The forum is designed to encourage interaction between course students. Have fun with this activity but take it seriously because it does contribute to your course grade. Remember that posting a question will account for a significant portion (50%) of the course participation grade. This portion of the course grade will be based upon two things: posting a question & replying to any questions/comments from classmates.

*What is a "discussion-type question"? A discussion-type question is one that does not necessarily have a right or wrong answer, unlike a "factual question". It facilitates the exchange of knowledge and thought. On the other hand, if I ask for the sum of 2 + 2, we know that (hopefully) the answer is 4 -- That is a "fact" & there is no room for discussion. There is a right answer & an unlimited number of wrong answers.
What is a "meaningful" response? A meaningful response is one that contributes to or, in some way, sheds new light on the discussion. "I agree with the others" would be an example of a meaningless response.

Closed-Book Proctored Final Exam - (30%)

The final examination is a proctored, "closed-book", comprehensive examination of multiple-choice format. The final exam is a timed, seventy-five (75) minute test. Students must complete the final (and all course work) by the dates published in the course schedule. Please schedule the time for the final with your proctor when completing the required Proctor Application form and returning the application by the due date in the course schedule. You are encouraged to try accessing the course from the proctor's computer prior to showing up for your Final so that access issues (such as pop-up blockers & firewall) can be remedied prior to your scheduled test time.

The unit objectives, study guides, and examinations can be utilized to review for the final.

Typically acceptable proctor sites and candidates include:

- College or University Testing Centers
- [http://www.ncta-testing.org/ccct/find.php](http://www.ncta-testing.org/ccct/find.php)
- Officials at military base education offices
- Commercial testing services such as Sylvan, Thomson-Prometric, or Pearson VUE

Testing Centers are NOT accepted as testing centers.

The exam site must have reliable Internet connections and should have at least two Internet browsers available (Firefox and Microsoft Explorer). Sites with extensive firewalls and high security mechanisms may not work for testing. Please test to be sure you can connect to Blackboard before committing to a proctor site. High speed connections are more desirable than traditional phone line connections. The site must support an independent phone line in addition to the computer connection so that calls can be made while the student is connected online. The proctor must have moderate computer expertise including the ability and authorization to reboot the remote computer. The student is responsible for any fees proctors charge for their services.

Even if someone has served as a proctor in previous courses, he or she will not be accepted as a proctor for this course if he or she does not meet these criteria. Proctor emails will only be sent to commercial or educational email addresses. Proctor approval is at the discretion of the course instructor.

The proctor form is available in .pdf format from Blackboard. The proctor forms for this course have been redesigned so please use the appropriate proctor forms. Students should review the form and get the proctor information ahead of time. Students should then open the Adobe PDF file and type the required information in the boxes on the forms. Students should save the form to their hard drive and send it to the proctor as an e-mail attachment. The proctor will then complete Part C of the form, save it to their hard drive & electronically submit it to the instructor. If the proctor experiences any problems, they can print the completed form & fax the form to the course instructor (Fax Number 940-397-4845).
Each student can set his/her exam appointment anytime. It is better to take the exam during normal working hours to be sure that MSU Technical Support will be available. The exam MUST be scheduled & completed within the exam availability dates indicated on the course calendar. Exams submitted after the due date will be penalized -10%.

The course instructor will provide the examination password to the proctor by email. The instructor may be available by phone and email during the exam time in case there are technical difficulties with the electronic version of the exam. If there are any problems during the exam, the proctor should call the course instructor (Toll Free 866-575-4305, Direct 940-397-4338) If the instructor is not available, contact MSU Technical Support through MSU Blackboard, and send an email to the instructor explaining what happened. The exam may have to be rescheduled.