Course Number: RADS 4643x21  
Course Title: Health Law in Medical Imaging  
Faculty: Jammie Wilbanks, MSRS, RT(R)  
Room 226 Bridwell Hall,  
Tel: 940-397-4664 or Toll Free 866-575-4305, Fax: 940-397-4845  
EM: jammie.wilbanks@mwsu.edu

Course Overview:  
This course is serves as an introductory study of laws affecting medical imaging. Topics include administrative law, professional malpractice, patient rights, risk management, labor law, contract law, and ethical considerations.

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:
Washington, DC: Author.


Teaching Strategies:

Attendance:
This is an online course and there are no mandatory sessions. However, the student should be vigilant in logging onto WebCT. Regular checks will insure that messages from the instructor 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 instructor will be available to meet face-to-face with any interested students on Tuesday, January 19 at 8pm. This meeting is optional and must be confirmed by email ahead of time with the instructor.
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.

Evaluation:

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Quizzes</td>
<td>40%</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>20%</td>
</tr>
<tr>
<td>WebCT Comprehensive Final Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>10%</td>
</tr>
</tbody>
</table>

Grade Scale:

- A = 100 - 90
- B = 89 - 80
- C = 79 - 70
- D = 69 – 60
- F = 59 and below

The last opportunity to drop this course with a grade of “W” is 4:00pm March 22, 2010. 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.”

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 life-long 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.** The instructor is not 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. It is imperative that students log in to his or her students.mwsu.edu account weekly so that important messages are not missed.

When emailing the instructor, students must use the following subject header:

4643_your last name_topic of message

Example: 4643_Smith_Quiz 4

The instructor will post announcements on WebCT/Blackboard. It is imperative that students log on weekly so that important announcements are not missed.

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 Schedule for specific information about activities and due dates.

This course is divided into individual study units. A list of learning objectives is found at the beginning of each study unit. Students should read each objective so that they will know what they are expected to learn from that particular unit of instruction.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Topic</th>
<th>Reading Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Ethics</td>
<td>Chapters 1 &amp; 2</td>
</tr>
<tr>
<td>Two</td>
<td>The Law</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Three</td>
<td>Civil Liability, Medical Negligence &amp; Malpractice</td>
<td>Chapters 4 &amp; 5</td>
</tr>
<tr>
<td>Four</td>
<td>Standard of Care, Patient Rights, and Informed Consent</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>Five</td>
<td>Documentation, Record Keeping, and Risk Management</td>
<td>Chapters 6 &amp; 7</td>
</tr>
<tr>
<td>Six</td>
<td>Labor Laws</td>
<td>Chapters 8, 9, &amp; 13</td>
</tr>
<tr>
<td>Seven</td>
<td>Safety Issues</td>
<td>Chapters 11 &amp; 12</td>
</tr>
<tr>
<td>Eight</td>
<td>The Law &amp; Education</td>
<td>Chapter 14</td>
</tr>
</tbody>
</table>
Unit Exams (40%)
The unit exams for this course are based on the learning objectives identified within each unit of instruction.

A unit exam accompanies each unit of instruction. Students will find that these exercises will vary unit-to-unit. Some units might have just a multiple choice test at the end, while others might have writing exercises, and even others may require both. Although each unit exam may be an "open book" evaluation of the text, students should first try to answer all questions without referring to the instructional materials. The unit exams will be graded when they are submitted, except for written responses. **Students who do not complete unit exams before the deadlines listed on the Course Schedule at the end of this syllabus will receive a grade of zero for the missed exam.**

If students have technical difficulties during a quiz, they should use the “Help” link at the top toolbar in WebCT, contact the MSU Information Systems Support Staff, and send an email to the course instructor explaining what happened. If a student finds a faulty quiz test item or believes that a quiz question has been scored incorrectly, he or she should send an email to the course instructor that includes the following:

- Unit Quiz Number (I –VI)
- Question Stem
- Answer Scored as Correct by the Computer
- Answer the Student Thinks Should be Correct
- Rationale Supporting Why the Student’s Answer is Correct
- Page numbers must be included when referencing the textbook in a rationale

For example, a student can not send the message “I think question number ten is wrong on quiz four” because each student gets a quiz of randomly generated test items. The instructor has to know the question stem to find the question in the database.

After reviewing the case, if the course instructor thinks a revision is justified, the student’s quiz score will be revised to reflect the additional points and the test bank will be updated. It may take several weeks for the student to receive a response because the instructor works on batches of questions for a particular quiz at a time.

Annotated Bibliography (20%)
An annotated bibliography is a list of citations to books, articles, and documents; each 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.

Locate and record citations to five (5) articles in peer-reviewed journals that contain information relevant to this course (ethics, health law, administrative law, labor law, etc.). Cite the article using the APA style (6th edition), and provide an annotation.

Each annotation must include:
- a concise summary of the central theme and scope of the article,
- an evaluation of the quality of the article (accuracy and authority), and
- an evaluation of the usefulness of the article in your profession.

**Students who do not submit the assignment before the deadline listed on the Course Schedule at the end of this syllabus will receive a grade of zero for the missed assignment.**
Bulletin Board Participation- (10%)

Each student will be placed in a group for this course activity. For each discussion (there are three) each student must post one discussion type question and must provide a meaningful response to at least one groupmate’s question.

*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.

Due dates are indicated on the course calendar at the end of the syllabus. Students who do not submit the discussion activity before the deadline listed on the Course Schedule at the end of this syllabus will receive a grade of zero for the missed discussion activity.

WebCT Closed Book Final Exam – (30%)

The final examination is a proctored, "closed book", comprehensive examination of multiple-choice format. Students must complete the final (and all course work) by the dates published in the course calendar.

Please schedule the time for the final with your proctor when completing the required Proctor Application form found in WebCT/Blackboard. If you are taking the exam on campus, schedule an appointment as early as possible with the Testing Center. All students are required to complete the Proctor Application form by the deadline designated in the course calendar and that the exam will be administered on-line. This means that the Proctor must have Internet access that will permit them to access the course. 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 should be utilized to review for the final.
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/16</td>
<td>Classes begin</td>
</tr>
<tr>
<td>1/28</td>
<td>Quiz 1 is due</td>
</tr>
<tr>
<td>2/5</td>
<td>Discussion 1 Question is due</td>
</tr>
<tr>
<td>2/11</td>
<td>Quiz 2 is due</td>
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<tr>
<td></td>
<td>Discussion 1 Response is due</td>
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<tr>
<td>2/25</td>
<td>Quiz 3 is due</td>
</tr>
<tr>
<td>3/11</td>
<td>Quiz 4 is due</td>
</tr>
<tr>
<td>3/19</td>
<td>Discussion 2 Question is due</td>
</tr>
<tr>
<td>3/22</td>
<td>Annotated Bibliography is due</td>
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<tr>
<td></td>
<td>Submit the report to the assignment dropbox as a single Word document.</td>
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<tr>
<td>3/25</td>
<td>Quiz 5 is due</td>
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<td>Discussion 2 Response is due</td>
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<tr>
<td>4/8</td>
<td>Quiz 6 is due</td>
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<tr>
<td>4/22</td>
<td>Quiz 7 is due</td>
</tr>
<tr>
<td>4/30</td>
<td>Discussion 3 Question is due</td>
</tr>
<tr>
<td>5/5</td>
<td>Proctor Application due by 5:00pm Wednesday</td>
</tr>
<tr>
<td>5/6</td>
<td>Quiz 8 is due</td>
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<td></td>
<td>Discussion 3 Response is due</td>
</tr>
<tr>
<td>May 10</td>
<td>FINALS WEEK</td>
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<tr>
<td></td>
<td>The Final Exam will only be available May 10, 11, 12.</td>
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</table>