



RESIDENT IN DIAGNOSTIC IMAGING – ACADEMIC DUTIES

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

SUPERVISION RECEIVED FROM: Chairperson, Department of Clinical Sciences; Director, Residency in Diagnostic Imaging

SUPERVISION GIVEN TO WHOM: Parker University College of Chiropractic students in instructional assignments determined by the Chairperson, Department of Clinical Sciences and Director, Residency in Diagnostic Imaging.

JOB SPECIFICATIONS:

EDUCATION/EXPERTISE:

- a. Have earned prior to beginning the Residency Program their DC degree from a chiropractic college holding status with the Council on Chiropractic Education at the time of the resident's graduation.
- 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 at least 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 their DC 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 University 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 Chairperson, Department of Clinical Sciences and Director, Residency in Diagnostic Imaging.
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 Clinical Sciences and Director, Residency in Diagnostic Imaging.
3. Radiology consults and radiographic clinical technical evaluation as requested by Chairperson, Department of Clinical Sciences and Director, Residency in Diagnostic Imaging.
4. Proctor examinations as requested/assigned by the Chairperson, Department of Clinical Sciences.
5. Guest lecture in radiology courses as requested.
6. Serve in the clinic system as deemed fit by the Director, Residency in Diagnostic Imaging and Chairperson, Department of Clinical Sciences.
7. Time in the clinics, guest lecturing, fill-in lecturing, sessions, film reading, or imaging center visitation will not count towards the required 10 academic contact hours per week
8. Film reading (proofreading and/or supervised interpretation) as assigned by the Director, Residency in Diagnostic Imaging and Chairperson, Department of Clinical Sciences.

9. Film and Didactic sessions with members of the Residency Faculty having a DACBR title 8 to 10 hours per week on an individual or group basis as determined by the Director, Residency in Diagnostic Imaging and Chairperson, Department of Clinical Sciences.
10. Demonstrate adequate progression through the residency program by written and or oral examinations as set forth in the Residency Handbook.
11. Work well with other members of the Department of Clinical Sciences.
12. Help maintain and build the resource library for the Department of Clinical Sciences.
13. Participate in hospital or diagnostic imaging center visitations set up by the Chairperson, Department of Clinical Sciences.
14. Responsible for traveling to and from Imaging centers, outside University clinics.
15. Must dress and uphold him/herself in a professional manner while representing the University in the clinics or an outside center.
16. Attend banquets and commencement exercises as directed by the Chairperson, Department of Clinical Sciences.
17. Attend and participate in all Center and University faculty meetings and inservice days as directed by the Chairperson, Department of Clinical Sciences.
18. Attend and participate in the American College of Chiropractic Radiology workshop and symposium at the discretion of the Director, Residency in Diagnostic Imaging and Chairperson, Department of Clinical Sciences.
19. Follow Center procedure for reporting illnesses, emergencies, etc.
20. Establish office hours and meet with students as necessary to answer questions, offer academic support, mediate grievances and respond to student concerns.
21. Meet with classes as scheduled by the Chairperson, be on time and hold the class for the entire period.
22. Follow established chain of command and protocol with regard to student complaints, faculty complaints, requests and recommendations for courses.
23. 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.

24. Keep records of student attendance in accordance with University policy.
25. Exhibit loyalty to and respect for the University, 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.
26. Respect the confidentiality of information pertaining to students contained in University records and information of a confidential nature pertaining to the University.
27. 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 chairperson must approve free reviews.
28. It is the financial responsibility of the resident to purchase materials pertaining to their studies in radiology and to take the ACBR examinations.
29. Other duties deemed necessary by the Director, Residency in Diagnostic Imaging or Chairperson, Department of Clinical Sciences in accordance with the Residency Handbook.
30. 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 requirements will not qualify to sit for the Part I examination. (See, American Chiropractic Board of Radiology Candidate's Guide.)

RESIDENT IN DIAGNOSTIC IMAGING – CLINIC DUTIES

JOB OBJECTIVES: To provide residents in Diagnostic Imaging clinical experience as part of their training while assisting in the radiological training of Interns. **Residents may be assigned clinic duties by the Director, Residency in Diagnostic Imaging or Chairperson, Department of Clinical Sciences and may include scheduled clinic hours/days to perform or evaluate radiographic examinations, evaluate radiographic reports from student interns, produce radiology reports and / or other tasks as deemed necessary by the Director, Residency in Diagnostic Imaging or Chairperson, Department of Clinical Sciences.**

SUPERVISION RECEIVED FROM: Chairperson, Department of Clinical Sciences; Director, Residency in Diagnostic Imaging; Clinical Radiology staff.

SUPERVISION GIVEN TO WHOM: Parker University students (Interns) in instructional assignments determined by the Chairperson, Department of Clinical Sciences and Director, Residency in Diagnostic Imaging.

JOB DESCRIPTION:

1. Maintain clinic shift duties within the Parker clinic system as assigned by the Chairperson, Department of Clinical Sciences and Director, Residency in Diagnostic Imaging.
2. Assist in the instruction of Interns performing radiological examinations as deemed appropriate by the Director, Residency in Diagnostic Imaging.
3. Assist in performing QA's as deemed appropriate by the Director, Residency in Diagnostic Imaging.
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 clinic radiologists 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.

In addition, Teaching Residents will be subject to and must comply with the following sections in the Faculty Handbook as though the 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 University 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