



LIFE CHIROPRACTIC COLLEGE WEST

**Diagnostic Imaging Residency Program and Master's Degree
(Masters of Science in Diagnostic Imaging, MSDI)**

Residency Handbook

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PROGRAMMATIC MISSION

The chiropractic radiologist is an integral part of the chiropractic profession including the essential components of science, philosophy and art. The Life Chiropractic College West radiology residency program leading to a Master's of Science in Diagnostic Imaging seeks to develop chiropractic radiologists with expertise in spine, bone and joint radiology across multiple imaging modalities that supports the chiropractic profession in all of its philosophic tenants and forms of art.

OBJECTIVES

To develop chiropractic radiologists (specialists) with the skills, integrity and professionalism necessary for success in the ever-evolving field of imaging

To produce competent consultants capable to offer counsel and support for DC practitioners of all chiropractic philosophic tenants and techniques and their patients

To develop competent scholars within the specialty of chiropractic radiology

To develop competent educators on subjects related to diagnostic imaging at the DC program level and that are prepared to participate in postgraduate and continuing education.

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. Having completed certain levels within the program, residents will be qualified to sit for the Diplomat 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)

PROGRAM DESCRIPTION

This residency is a 3 calendar year program that requires participants to be full time employees of LCCW. The program is a demanding and academically rigorous. Admission to the program is competitive and admission may be limited by to availability of open positions (only one position per calendar year is available). Upon successful completion of specific program requirements and the recommendation of the Director of MSDI the resident is eligible to participate in 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, Diplomats perform consultative services for chiropractors and other health care providers to meet the needs of chiropractor 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 Diplomats by the American Chiropractic Board of Radiology (DACBR).

Radiologists supervise and interpret plain film studies as well as advanced imaging procedures. They advise chiropractors and other 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 the chiropractic profession. A chiropractic radiologist may have a private practice, may pursue research and diagnostic applications, and may serve as an expert witness in matters of litigation. A chiropractic radiologist needs to be able to serve the wide variety of specialties within the chiropractic profession including the wide variety of chiropractic techniques and the unique imaging needs of the chiropractic profession.

The advancement of diagnostic imaging is so rapid that only a qualified radiologist can reasonably be expected to maintain the highest 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 care. 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.

PROGRAM OPENINGS

Openings are available once per year either in the summer or fall terms. These openings will be announced on the institutions website. The institution may also post openings in association journals or web listings as well as sending notices to other chiropractic programs.

EMPLOYEE BENEFITS

Residents are considered both employees and students of the institution and as such are eligible for compensation (annual stipend) and benefits. The salary scale is included below: Benefits are offered as to all other employees and include health insurance benefits, and malpractice insurance. For the full range of benefits, additional detail is available from the Human Resources office.

1st year stipend \$36,000

2nd year stipend \$38,000 (with satisfactory progress in 1st year)

3rd year stipend \$40,000 (with satisfactory progress in 2nd year)

Stipends may be subject to change.

There will be no tuition for the residency program offerings at LCCW facilities. Most observational rounds do not require additional tuition, but if such is required, it is the responsibility of the resident. Books and supplies are the responsibility of the resident. All required texts will be available at the college library.

GENERAL POLICIES ON DIAGNOSTIC IMAGING RESIDENCIES

ELIGIBILITY

To become a resident, an applicant shall:

- A. Complete the application process.
- B. Earn prior to beginning the residency program a DC degree from a chiropractic college accredited by the Council on Chiropractic Education with a minimum GPA of 3.0.
- C. Be eligible for or hold a California license to practice chiropractic. If the applicant does not have a California license at the time they enter the program, it must be obtained within the first six months of the program. If a California license is not obtained within the first six months of the program, the resident will be subject to termination from the program.
- D. Be eligible for or hold a California X-ray Supervisor Permit. If the applicant does not have a California X-ray Supervisor Permit at the time they enter the program, it must be obtained within the first six months of the program. If a California X-ray Supervisor Permit is not obtained within the first six months of the program, the resident will be subject to termination from the program.
- E. Have earned a CGPA of at least a 3.0 in the chiropractic program radiology courses, without receiving any grade lower than a "B" 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 and understand the requirements of entry into the program as well as the requirements to complete the program. The following requirements must be met for effective processing of the candidate's application.

Applications are due by June 1st of each calendar year.

Essay

Please respond to each of the following questions. Be concise. The committee is interested in your motivations and reasons for becoming a chiropractic radiologist and your short and long term goals.

- Why do you want to be a DACBR?
- What strengths do you bring to this program and how will they advance the program during your time with us?
- What are your goals during and after completion of this program?
- How do you see the specialty of chiropractic radiology advancing the chiropractic profession?

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
- DACBR
- Faculty member from a department other than radiology

To date completed NBCE exam scores: Official transcripts

SELECTION PROCESS

The Residency Committee is established to interview and select residents. This Committee consists of the following:

- Director of MSDI (Chair Committee)
- Vice President of Academic Affairs (ex-officio)
- Chairperson, Department of Clinical Sciences
- Two DACBR Teaching Faculty
- One Health Center Faculty Member

The Residency Committee will review all applications and make a determination on those that will be interviewed. The initial interview may be in person or conducted electronically for those at a distance. Following the initial interview, successful candidates will be invited to campus for a second interview.

The second interview will include:

- A. On-campus interviews with Residency Committee Representatives
- B. An evaluation of the candidate by the director of MSDI. This is one on one at a computer screen with diagnostic images.
- C. A written examination

Having completed all of the above, the residency committee shall review applicants and make a recommendation based on the consensus of the committee.

Official notification shall be in writing, but candidates may also be notified electronically. Once the official letter is received, the candidate will have ten working days to respond. If the candidate fails to respond the committee reserves the right to offer the open position to the next qualified candidate from the original pool.

POLICIES AND REGULATIONS

Life Chiropractic College West policies and regulations regarding employment, employee conduct and expectations shall be enforced with all residents. The employee handbook is available from the Human Resources department.

JOB DESCRIPTION FOR RESIDENT

DEPARTMENT: Diagnostic Imaging

REPORTS TO: Director of MSDI

SCHEDULE: Monday – Friday, 7:30am – 6:30pm
Saturdays – 9:00 am – 12:00 noon

CLASSIFICATION: Exempt

SUMMARY DESCRIPTION:

Radiology residents are both an employee and a student of the institution. This is a unique position that provides an opportunity for learning and the educational development of the resident. Residents participate in their own learning, teaching in the institution's chiropractic program in the classroom and clinical environment, clinical rotations outside of the campus imaging centers, scholarship and service. Residents will be known as first, second or third year residents and will have increasing responsibilities in teaching and learning. Deficient performance may delay progress through the program, but it is expected that qualified residents who actively engage in their own learning will progress from year to year.

RESPONSIBILITIES:

Educational Program

- Participates in classes, educational rounds, sessions, self-directed learning 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 assessments of the program at a satisfactory level, as determined by the director of MSDI.
- Demonstrates competency 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.
- Completes capstone Thesis project
- Engages in Board certification

Teaching Duties

- Demonstrates ability to teach DC program students/interns in a lab environment including

positioning and initial (wet) reads of images in the clinical environment.

- Demonstrates ability to create and/or operationalize 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 environments 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
- Demonstrate the ability to effectively locate, retrieve, read, interpret and integrate scientific literature germane to radiology as necessary in all aspects of the residency
- Completes the capstone Thesis project

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, professionalism, interactions and communication at LCCW
- Adhere to the policies, regulations, procedures and other employment expectations applicable to all employees of LCCW
- 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 Director of MSDI and/or administrative officials of the institution.
- 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 Director of MSDI 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 LCCW.
 - Obtain California DC License and X-ray Supervisor Permit (Allows DC to take Radiographic Images)
- 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 of 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. Guest lectures and fill in lectures do not count towards the total contact hours. Schedules will be created by the Director of MSDI in conjunction with the Academic Planning Group (APG) each quarter, and shall be approved by the VPAA.
2. Teach in the LCCW clinical environment including: production of radiographic images and consult with chiropractic interns preparing to provide care as it relates to images produced as part of the evaluation of patients.
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. Image reading (proofreading and/or supervised interpretation) as assigned.
8. 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.
9. Satisfactory or better progress through the Residency Program, passing written practical, oral or other examinations as set forth in the residency syllabus
10. Demonstrate effective, professional relationships with other members of the Radiology department.
11. Participate in hospital/diagnostic imaging center visitations as assigned
12. Be able to reliably and consistently travel to and from imaging centers.
13. Demonstrate attire, hygiene, appearance and conduct befitting a professional and employee of LCCW.
14. Attend required meetings, symposia and other college or college sanctioned events as assigned.
15. Attend and participate in the American College of Chiropractic Radiology workshop and symposium at the discretion of the Director of MSDI.
16. Follow established chain of command and protocol with regard to student complaints/grievances, faculty complaints/grievances, requests and recommendations for courses.
17. Adhere to institutional policies, regulations and expectations at all times.
18. Exhibit loyalty to and respect for the institution 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.
19. Respect the confidentiality of information pertaining to students and patients contained in university records and information of a confidential nature.
20. Maintain office hours.
21. 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 LCCW. Engaging in the residency program requires the resident's full attention. Outside employment is not encouraged during the residency and requires prior approval of the Director of MSDI and the VPAA. Prior to accepting any offer of employment outside of the residency program, it is expected that the resident will consult with the Director of MSDI providing the need for the employment, that nature and extent of the employment and a plan that ensures the resident will be able to continue to advance through the program to completion in the expected timeframe. Failure to do so may result in termination from the residency program.

DIAGNOSTIC IMAGING SYLLABUS

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

EVALUATION AND PERFORMANCE

The Director of MSDI 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 Director of MSDI 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 Director of MSDI 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 Registrar.

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

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 Director of MSDI.
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 must receive a passing grade for all courses (C or better) and must maintain at least a 3.0 cumulative GPA. 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 Vice President of Academic Affairs who shall engage the Academic Standards Committee to review the dismissal and make a final determination.

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 themselves 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.

LCCW expressly disclaims any representation or warranty that the Resident will receive Diplomat 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 Diplomat status, it is ultimately the Resident's performance on these exams that determines their own success - not LCCW.

RESIDENT ELIGIBILITY TO SIT FOR THE ACBR EXAMS

Life Chiropractic College West shall certify the eligibility of each resident who successfully completes the necessary components of the program to sit for the Diplomat 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 Director of MSDI.

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 Institution. 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 Life Chiropractic College West or its affiliates.