



Masters of Science in Diagnostic Imaging

RESIDENTS' HANDBOOK

March, 2009

NEW YORK CHIROPRACTIC COLLEGE
Masters of Science in Diagnostic Imaging
RESIDENCY PROGRAM

November 1, 2003

Revised: January 3, 2006, March 30, 2009

DEFINITION AND STATUS

The Masters of Science in Diagnostic Imaging Residency provides postgraduate educational opportunities in the field of diagnostic imaging for Doctors of Chiropractic. The Residency offers the opportunity for postgraduate study leading to a masters degree as well as employment within the New York Chiropractic College Division of Academic Affairs. The Residency consists of three one-year contracts with the College with many of the benefits of a full-time faculty member.

PURPOSE STATEMENT

The Master of Science in Diagnostic Imaging residency program provides a full-time, three-year, graduate degree consistent with the mission of the College. The program emphasizes the education of professional chiropractic radiologists through a comprehensive academic, clinical and research curriculum.

OBJECTIVES

The objectives of the New York Chiropractic College Residency are:

- To enhance the Doctor of Chiropractic's potential as an academician and/or clinician and support the Institution's goal of seeking life-long learners for its faculty.
- To provide Residents with the necessary skills for success in an ever-evolving educational and health care environment.
- To develop chiropractic specialists in diagnostic imaging for the purpose of providing education in New York Chiropractic College undergraduate and graduate level programs while at the same time increasing the Resident's value to educational or health care institutions.
- To support the development of New York Chiropractic College faculty that are knowledgeable and skilled in research related activities with the expectation of the Resident's continued involvement in research after completion.
- To support New York Chiropractic College in the development and ongoing improvement of evidence-based best-practices in academic and clinical protocols.

- To develop chiropractic educational and/or clinical specialists who can function as consultants with other academic and/or health care providers.

PROGRAM

The Residency consists of teaching and/or clinical responsibilities in addition to service to the New York Chiropractic College community and with an emphasis on research supportive of New York Chiropractic College's mission. The program offers an exciting, demanding and rewarding three years for the Doctor of Chiropractic wishing to pursue additional degrees and/or areas of concentration in diagnostic imaging.

POSITION RESPONSIBILITIES

General Responsibilities:

The Resident's duties are broadly outlined below, but may be modified at the discretion of the College.

- The Residency requires a minimum of 36 hours of obligation to New York Chiropractic College per week. The 36 hours will be divided into three separate responsibilities.
 - Approximately 20 contact hours in clinical and/or teaching responsibility.
 - Approximately 4 hours of service to the New York Chiropractic College community.
 - Approximately 12 hours towards identified research and/or educational pursuit and study.

Service Responsibilities:

- Serve on relevant institutional committees as appointed by the Dean and Residency Director
- Assist in clinical assessment.
- Attend department and faculty meetings as assigned by the Dean and Residency Director

Development Responsibilities:

- Maintain satisfactory progress in Masters degree program and diagnostic imaging syllabus.

Research Responsibilities:

- Complete relevant graduate coursework with New York Chiropractic College curricular issues as a focus and all Masters Thesis responsibilities.

- Lead and/or participate in team research projects or publications as determined in consultation with the Dean and Residency Director.

Department Responsibilities:

Responsibilities may include:

Teaching Responsibilities:

- Assist or lead in classes (includes development of syllabi, teaching materials, assessment instruments and clinical experiences) as assigned by Dean and Residency Director.
- Present at mandatory grand rounds and department meetings.
- Course administrative duties.
- Maintenance of imaging teaching files and developing teaching cases for students and interns.

Clinical Responsibilities:

- Education of student interns, presentations to the faculty, supervision of radiologic studies, participation in colloquia, and/or grand rounds.
- Clinic administrative duties.
- Quality control in radiology laboratory.
- Interpretation of imaging studies and writing diagnostic imaging reports.
- Conducting intern orientations in clinic x-ray facility

Off-Campus Observational Rounds:

- Attend observational rounds at off-campus imaging centers, clinics and hospital facilities.

Inherent in the Residency may be duties and responsibilities found only in the appropriate residency syllabi.

ADMISSION

New York Chiropractic College's Masters of Science in Diagnostic Imaging Residency program has as its major goal the training of selected Doctors of Chiropractic to qualify both as board certified chiropractic radiologists and as Masters candidates.

Admission Requirements

- Candidates may apply for the Residency by submitting an application to the Human Resources Department. Applications must include resume/curriculum vitae along with a statement of suitability and vision for the Residency. Official transcripts of

undergraduate and graduate education and three professional references will be required and must be submitted at the time of application.

- Applicants must hold a Doctor of Chiropractic degree and either be licensed or eligible for chiropractic licensure.
- Applicants must hold a Bachelor's level degree or its equivalent from an accredited institution of higher learning.
- Applicants should have a recommended minimum CGPA of 3.0 in the D.C. professional program.
- Applicants should have a recommended minimum CGPA of 3.0 in their radiology courses in the D.C. professional program, with no grade less than "C".
- After an application has been submitted and reviewed, an interview may be granted with the designated Residency Selection committee. The Residency Selection committee reserves their right to select the most qualified applicant regardless of the order in which the applications are received. The committee may elect to reject all applicants if none are deemed adequately qualified or well-suited for the program.
- Upon completion of the interviews the committee will make a recommendation to the Executive Vice President Academic Affairs (EVPAA) to either hire a particular individual or to continue the search. The EVPAA will review the committee's choice, consult with the Residency Director and Dean of Chiropractic, and make a final decision on approval. The EVPAA reserves the right to reject the committee's recommendation at any time during this process.

PROGRAM

For a complete description of details pertaining to the Residency program, interested parties should refer to the MSDI course catalog and syllabi.

PERFORMANCE EVALUATIONS

Residents are evaluated in both a formative and summative manner. Typically, formative evaluations occur throughout the year, and are the result of interactions with the Dean and Residency Director as it relates to expected job performance standards. Summative evaluations occur at specific time intervals, and are generally tied to progress shown in specific areas of study. Failure to demonstrate significant progress may necessitate prolonging study beyond the contracted Residency timeframe. The Dean and Residency Director may make recommendation to the EVPAA for the termination of a Resident, should he/she fail to correct such a situation. It must be understood that participation in a Residency program is a privilege, and no guarantees of completion are given or implied. One-year employment contracts may not be renewed if the Resident is not fulfilling the program goals and objectives.

MSDI coursework responsibilities

- Performance in MSDI coursework and examinations.
- Preparation, participation and attendance in didactic and practical sessions.

Teaching and clinical responsibilities

- Teaching performance as an assist and/or lead in courses (includes development of syllabi, teaching materials, assessment instruments).
- Clinical performance and quality care in performing diagnostic imaging examinations.
- Quality control of diagnostic imaging laboratory in Seneca Falls Student Health Center or Seneca Falls Health Center.
- Supervision and evaluation of the intern's performance in the acquisition of diagnostic imaging studies in Seneca Falls Student Health Center or Seneca Falls Health Center.
- Organization and performance of intern orientations at the Seneca Falls Student Health Center.
- Accurate interpretation of imaging studies and redaction of high quality diagnostic imaging reports in a timely manner.
- Maintenance and contribution to NYCC diagnostic imaging teaching files.
- Attendance at observational rounds at off-campus imaging centers, clinics and hospital facilities.

Service responsibilities

- Appropriate mentoring of students.
- Appropriate committee membership.
- Assistance in clinical and educational outcomes assessment.
- Participation in department and faculty meetings.

Research responsibilities

- Progression through Master's thesis coursework.
- Appropriate leadership and participation in team research projects and publications.
- Participation and presentations at ACCR workshop and/or other scientific exhibits.

EXAMINATION

Examinations, of written and/or practical format, are administered at varying intervals at the discretion of the Dean and Residency Director.

COMPLETION AND TERMINATION

Residents will have been deemed to have completed the program when they have satisfactorily completed all phases and successfully passed all evaluation procedures as outlined in the Residency syllabus.

Residents who are dismissed from the program by the College will not be responsible for their tuition costs, etc. Residents who voluntarily leave the Residency prior to the completion of the program are responsible for their tuition and/or associated costs.

BENEFITS

All of the benefits set forth here under are those effective as of the date of this writing, and are subject to change, as necessary, by the college administration. The basic compensation by the College to a Resident is paid in bi-weekly installments per year of participation. A salary statement and contract will be provided upon hire.

- Tuition for required graduate program coursework will be paid by the College, unless the coursework is provided by the College.
- If the Resident pays for books required by the Residency program, they will retain ownership of the books. If the College pays for the required books, they will become the property of the College.
- Residents will have the breaks between trimesters as self-study time devoted to research and scholarship.
- Residents will be paid for holidays per New York Chiropractic College Employee Handbook.
- Residents will be granted sick leave in the amount of 4.67 hours per month.
- If the Resident becomes a full-time faculty member at the end of the Residency any sick leave that has been accumulated may be carried into the faculty appointment.
- If the Resident does not become a full-time faculty member at the end of the Residency, any sick leave may not be accumulated, and in any case the Resident will not be paid for such days.
- If for any reason a Resident is unable to attend to assigned duties due to illness, the Residency Director must be notified no later than 7:30 a.m. on the first day of absence.

- Residents are entitled to full insurance benefits as described by the Human Resources Department and the Employee Benefits Summary.
- Additional benefits may be available. The Human Resources Administrator will discuss all benefits at the time of employment.
- Tuition remission may be subject to taxes. If deemed to be taxable, the amount of tuition remission given to the employee will be included in the employee's total compensation for the calendar year in which it is received.
- At the completion of the Residency, a Resident may be offered a full-time position with the College. However, the College is under no obligation to continue the employment of the Resident.

COMPENSATION (As of September 1st, 2009)

\$31,000 for first year with satisfactory progress.
\$33,500 for second year with satisfactory progress.
\$36,000 for third year with satisfactory progress.

Note: The Residency program by its nature is dynamic and subject to change as necessary by the College administration.

I have read and agree to the job responsibilities and performance evaluations as described in the Masters of Science in Diagnostic Imaging residency handbook.

Name: _____ Date: _____