

MAGNETIC RESONANCE PROGRAM  
ALLIED HEALTH DEPARTMENT  
WASHBURN UNIVERSITY

Thank you for your interest in becoming a Washburn University Magnetic Resonance Clinical Affiliate. The following information is enclosed in this packet:

- Information regarding the program.
- Requirements for becoming an Affiliate.
- A description of the Clinical Preceptor's role.
- A list of the ARRT required clinical competencies.
- Questions for potential clinical sites.
- A *sample* Affiliation Agreement.

As I talk to radiology managers in various geographic locations, the same statement is made regarding their desire to hire a registered MRI technologist. Becoming a clinical affiliate with the Washburn University program is an opportunity to provide a solid clinical experience for a technologist wanting to expand their skills.

Upon review the program information, I am available to answer any questions that may arise by either e-mail (marie.caldwell@washburn.edu) or phone (785-670-1286). To continue the affiliation process, I will need an e-mail stating your willingness to accept the student (list first and last name) for magnetic resonance clinical at your facility. Please include the name of the magnetic resonance technologist willing to serve as a clinical preceptor. See "Requirements for Becoming a Clinical Affiliate".

Regarding a clinical affiliation agreement, let me know if your medical facility has a standard contract for clinical affiliation. If so, please send a copy to me via email attachment. I will then forward to the Washburn University Legal Office for review and signatures.

If your facility does not have a standard contract, then review the sample affiliation agreement. Let me know if there are special items that must be included such as a drug screen, etc. Two (2) copies of the Affiliation Agreement will then be mailed to your attention. Please have the appropriate person(s) review the documents and sign each Agreement where indicated. Once signatures are obtained, return both signed Agreements to my attention. At that time, I will obtain the appropriate University signatures. As soon as the two Agreements are complete, I will return one (1) fully executed Agreement to you for your records.

Again, thank you for your interest. I look forward to answering any questions.

Sincerely,

*Toni Caldwell*

Toni Caldwell AS, LRT(R), BHS, MHA  
Magnetic Resonance Program Coordinator

Washburn University  
Allied Health Department  
Magnetic Resonance Program Information

**The Program**

The Magnetic Resonance program is administered through the School of Applied Studies, Department of Allied Health. The program curriculum at Washburn is a two semester certificate of completion. Upon successful completion of the certificate program, graduates are registry eligible with the American Registry of Radiologic Technologists (ARRT). In addition, all magnetic resonance credit hours count towards a Bachelor of Health Science (BHS) degree at Washburn University if the student decides to pursue that option.

All courses are online with classes beginning mid-August and finishing the following May. The program consists of required courses and clinical experience. The clinical component consists of 24 hours weekly in both fall and spring semesters. Fall semester clinical focuses on routine studies and spring semester centers on non-routine imaging. The delivery of the clinical experience may be 3 eight-hour days, 2 twelve-hour days weekly or other combinations which is determined by the clinical affiliate and Magnetic Resonance Program.

**Faculty & Staff**

Toni Caldwell AS, LRT(R), BHS, MHA  
MR Program Coordinator Clinical Laboratories Program Director  
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marie.caldwell@washburn.edu

Charlotte Ferrill AS, RT(R) (MR)  
VAMC, Topeka, Ks

Jared Kooser BHS, RT(R) (MR),  
St. Francis, Topeka

Ron Horton, AS, RT(R)(MR)  
Lead MRI Technologist, St. Francis Health Center, Topeka, KS

Kelsey Thiessen MBA., RT (R) (MR), MRSO  
VAMC

**Program Goals and Outcome**

1. To graduate students with the theoretical knowledge to perform as competent entry-level MR technologists.
2. To graduate students with professional expertise and behaviors.
3. To graduate students with the ability to make independent decisions and think critically.
4. To graduate students with the ability to skillfully care for their patients.

The outcome of the program is for each student to be qualified as an entry-level magnetic resonance technologist and be ARRT board eligible.

**Admission Criteria**

An applicant must currently hold a registration in one of the following areas:

- Radiographer (ARRT)
- Radiation therapy (ARRT)
- Sonography (ARRT or ARDMS)
- Nuclear medicine (ARRT or NMTCB)

A registry-eligible student may also be considered for admittance, but acceptance is contingent on the successful completion of the appropriate board exam prior to the magnetic resonance program start date.

The program offers various options for completion:

- One option involves pursuing the certificate of completion which includes 22 credit hours. The individual will complete the online course work and clinical experience with a Washburn affiliated clinical education setting.
- A second option is to enroll in select courses only (typically lecture).
- The last option involves a technologist working in magnetic resonance for a minimum of one year, who wants the clinical experience test-out option to complete the certificate program.

### **Distance Education**

Washburn University offers a variety of distance education courses and programs that provide greater convenience than most traditional campus courses. However, distance education courses are based upon the same academic standards and requirements as traditional courses, and may, in fact, require more time or effort than a regular class. These courses also tend to require a high level of motivation and self-discipline. The Allied Health Department has offered online program for many years and include: Bachelor of Health Science in either medical imaging or health services administration, computed tomography, diagnostic medical sonography and radiation therapy.

### **Why Magnetic Resonance at Washburn University?**

Dedicated to excellence in teaching, Washburn University today is recognized as an outstanding public, urban learning environment. Washburn has a reputation as a "teaching" university rather than a "research" institution. More than 85% of our faculty holds doctoral degrees or the highest degree available in their discipline. Washburn University, a public university located in the capital city of Kansas, provides:

- Over 200 academic programs to choose from
- 15:1 undergraduate student/faculty ratio
- 1,000 students participate in internships annually
- 125 area companies host Washburn interns
- 40 plus countries represented on campus including China, Finland, and Nigeria
- \$6 million in scholarships and departmental honors awarded last year

Our educational objectives are to prepare individuals for careers and further study in a variety of disciplines for a lifetime of continuous learning.

**Statement of Non-Discrimination:** *It is the policy of Washburn University to assure equal educational and employment opportunity to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status or sexual orientation.*

### **Requirements for Becoming a Clinical Affiliate:**

1. Must be accredited by The Joint Commission, ACR or equivalent accreditation (such as state accreditation).
2. Patient load must consist of a variety and volume of anatomical exams to provide the student with a well-rounded learning experience. Would the student gain experience with both adult and pediatric patients?

3. It is proven that the clinical affiliate/student relationship is most productive if the clinical setting staff is interested and willing to participate in the education of a magnetic resonance student. Is the staff interested and willing to help guide a student through the clinical aspect of the program? This may be difficult if the department is short staffed. The student is expected to be supervised at all times.
4. The facility is able to provide the student with the opportunity to observe, assist/perform all aspects of magnetic resonance including, but not limited to:
  - a. Patient Care
  - b. Magnet Safety
  - c. Examination set-up
  - d. Scanning
  - e. Quality Control
5. A registered magnetic resonance staff technologist is identified as the Clinical Preceptor. This person is willing and able to commit time to be a source of support, guidance, and feedback for the student. This includes completing paperwork such as ARRT competency evaluations, signature on time sheets to verify accuracy, and student performance evaluations. The Clinical Preceptor will communicate with the Washburn instructor of clinical experience, as well as the MR Program Coordinator about the student's clinical behavior, professionalism, communication, and clinical skills.

**Clinical Preceptor Position Description:**

A Clinical Preceptor must be appointed at each recognized clinical education site. The Clinical Preceptor is responsible for the clinical education and evaluation of the students assigned to the clinical education site. Adequate release time should be allowed for achievement of the following responsibilities.

\*The student can and should work with a variety of MR technologists, so the responsibility of the student is not completely on the Clinical Preceptor. The completion of performance evaluations is best done by the technologists with whom the student has been working. It is the Clinical Preceptor who should take the role of supporting the student, providing feedback, answering questions, and mentoring professional behavior. **At all times the student should be under the supervision of a MR Technologist and never used as staff or considered as staffing relief.**

**A Clinical Preceptor must possess the following qualifications:**

1. Credentialed in magnetic resonance by the ARRT.
2. A minimum of two years experience as a registered technologist in an MR Department.
3. Demonstrate proficiency in educational methodologies.

**Responsibilities Include:**

1. Student instruction and supervision.
2. Evaluation of student's progress in clinical skills and competency.
3. Reporting of student's progress.
4. Provide the student with regularly scheduled feedback.
5. Provide scheduled learning opportunities if the student asks for additional clarification.
6. Familiarity with program goals and clinical objectives. Provide clinical staff in the department the means to be familiar with program goals and clinical objectives.
7. Supervise the clinical attendance of students.
8. Provide student counseling when needed with documentation of such and report any occurrences to the Clinical Experience Instructor at Washburn University.

9. Provide clinical staff with the opportunity for suggestions on program goals and clinical objectives.

Clinical Education Should Include The Following:

1. Imaging procedures in the categories of: head and neck, spine, thorax, abdomen and pelvis, musculoskeletal as well as special imaging procedures.
2. The ability to transfer knowledge to clinical application.
3. The development of competency in routine scans.
4. Special imaging procedures as available.
5. Quality control experience.
6. Patient safety, history, care and assessment, as well as patient education information.
7. Opportunity to evaluate the resulting MR images.

**Clinical Experience: ARRT Requirements**

For a more detailed explanation of current eligibility requirements for the ARRT certification examination than listed below, go to [www.arrt.org](http://www.arrt.org).

Current Clinical Requirements (2013 On-line Handbook):

As part of their educational program, candidates must demonstrate competence in the clinical activities identified in this document. Demonstration of clinical competence means that the designee has observed the candidate performing the procedure, and that the candidate performed the procedure independently, consistently, and effectively. Candidates must demonstrate competence in the areas listed below.

- A minimum of 25 different procedures out of the 53 possible procedures from the 7 categories of: head/neck, spine, thorax, abdomen/pelvis, musculoskeletal, special imaging procedures and quality control.
- Complete and document a minimum of 3 and a maximum of 5 repetitions of each chosen procedure. Less than 3 will not be counted.
- Complete a minimum of 125 repetitions across all procedures.

**WASHBURN UNIVERSITY  
SCHOOL OF APPLIED STUDIES  
DEPARTMENT OF ALLIED HEALTH  
MAGNETIC RESONANCE PROGRAM  
*SAMPLE AFFILIATION AGREEMENT***

This agreement and understanding entered into by and between Washburn University of Topeka, 1700 SW College, Topeka, KS 66621, hereinafter referred to as "University", and \_\_\_\_\_, hereafter "Facility", to memorialize the agreement of the parties concerning use of Facility as a clinical education site for Magnetic Resonance students enrolled at University.

In consideration of the mutual promises hereinafter set forth, the parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to secure Facility as a site to provide clinical education in magnetic resonance imaging and to set forth the respective obligations of the parties.

2. TERM

THIS AGREEMENT shall become effective \_\_\_\_\_ and remain in force for a period of one (1) year subject to subsequent modification by mutual agreement or termination. This Agreement may be renewed by written approval of both parties.

3. TERMINATION

Either party may terminate this Agreement by providing the other party written notice of termination. Thirty days after receipt of notice of termination, this Agreement shall terminate as though such date were originally fixed as date of termination; provided, however, such termination shall not adversely affect magnetic resonance student learners who are currently enrolled in the Magnetic Resonance Program at Facility. University shall be the sole judge as to whether a student under this program is being affected adversely for the purpose of termination. The provisions of Section 8 shall survive the termination of the Agreement.

4. MUTUAL RESPONSIBILITIES

- a. It is mutually agreed by and between the parties that there will be no costs, direct or indirect, charged to the University by Facility or the Facility by University for the use of clinical facilities under this Agreement.
- b. University and Facility agree that students will not be scheduled for more than 40 hours each week, including didactic and clinical instruction.

5. UNIVERSITY RESPONSIBILITIES

- a. University assumes responsibility for offering an educational program in magnetic resonance which follows the American Society of Radiologic Technologists curriculum and certification qualifications for the American Registry of Radiologic Technologists.
- b. University will provide the faculty for the Magnetic Resonance Program who are qualified according to University standards.

- c. University will develop and establish learning competencies and objectives and practical clinical competencies to be reached by student participating in clinical education under this Agreement.
- d. All medical record information is confidential, and University faculty and students will maintain the confidentiality of the information received during students' clinical education.
- e. University will consult with Facility's staff contact person, appointed by University faculty in agreement with Facility, on the status of each student and his/her clinical education experience at Facility.
- f. University faculty and students will abide by existing rules and regulations of Facility insofar as they may pertain to their clinical education experience at Facility.
- g. University will provide professional liability coverage in the amounts of \$1,000,000 per occurrence and \$3,000,000 per aggregate for all magnetic resonance students.
- h. Each magnetic resonance student will be required by University to have a physical examination prior to entrance into the program. The student's medical records will be on file with the Magnetic Resonance Program. A copy of student's medical records shall be provided to Facility on written request.
- i. Documentation of each student's health insurance coverage will be on file with the Magnetic Resonance Program. A copy of student's policy will be provided to Facility upon written request.

## 6. FACILITY RESPONSIBILITIES

- a. Facility will use its best efforts to maintain standards which make the educational site eligible by accrediting agencies.
- b. Facility will provide University faculty reasonable access to equipment and supplies necessary for instruction.
- c. Facility will provide clinical education in all phases of magnetic resonance exams and quality assurance.
- d. Facility will provide the faculty and students with access to the medical charts of the patients for whom they are providing care.
- e. Facility will provide qualified magnetic resonance technologists to provide instruction to, and supervision of, the magnetic resonance students.
- f. Facility will provide reasonable parking space for students.
- g. This agreement does not constitute an employee/employer relationship between Facility and the students. While assigned for clinical education, the students will have the status of learners and will not replace Facility staff magnetic resonance technologists. The responsibility for magnetic resonance delivery will be retained by the Magnetic Resonance Department of Facility.
- h. Facility will provide a written evaluation of each student's clinical progress according to the policy and procedure of University.

7 NON-DISCRIMINATION

The parties agree that no person shall be denied participation in the clinical experience on account of race, color, sex, sexual orientation, marital or parental status, religion, disability or handicap, or any basis prohibited by federal, state or local law or University's equal education opportunity statement.

8. HOLD HARMLESS

University will indemnify and hold harmless Facility, its employees, agents, directors, officers, and trustees, from and against any and all claims, actions, liability, damages or demands (including settlements, judgments, court costs and attorney fees) arising out of this Agreement, caused by, resulting from, or alleging negligent or acts or omissions, related to the providing of professional health care services, of University, its students, faculty or agents. Facility will indemnify and hold harmless University, its governing board, officers, agents and employees, from and against any and all claims, actions, liability, damages or demands (including settlements, judgments, court costs and attorney fees) arising out of this Agreement, caused by, resulting from, or alleging negligent or acts or omissions of Facility related to the providing of professional health care services, its employees, agents directors, officers and trustees.

9. INTERPRETATION

This Agreement shall be interpreted in accordance with the laws of the State of Kansas.

10. VALIDITY

If any provision of this Agreement shall, for any reason and to any extent, be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

11. WAIVER

No waiver of a breach of any provision of this Agreement will be construed to be a waiver of any other breach of this Agreement, whether of a similar or dissimilar nature.

12. AGREEMENT COMPLETE

This Agreement contains the entire understanding of the parties and supersedes all prior agreements. This Agreement may not be amended or modified except by mutual written agreement.

13. NOTICE

Any notice required or permitted to be given shall be in writing and shall be effective if sent by certified mail, return receipt requested:

To University at:

Toni Caldwell  
MR Program Coordinator  
1700 SW College  
Topeka, KS 66621

To Facility at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_



In WITNESS HEREOF, the duly authorized representatives of the parties have set their hand on the date so noted.

**FOR THE UNIVERSITY:**

**FOR THE FACILITY:**

\_\_\_\_\_  
Date  
President  
Washburn University

\_\_\_\_\_  
Date

ADDENDUM TO AFFILIATION AGREEMENT

HIPAA Compliance

The parties acknowledge that \_\_\_\_\_, hereafter "Facility", is a covered entity," as is defined in the Health Insurance Portability and accountability Act of 1996 ("HIPAA") and the regulations regarding the privacy and security of individually identifiable health information promulgated there under at 45 C.F.R. Parts 160 and 164 (the "HIPAA Regulation"), and is required to protect the privacy and security of protected health information" of persons to whom it provides health care services. To the extent that University students have access to protected health information by virtue of their participation in the University's Magnetic Resonance program at Facility, the parties agree that such students will be considered part of Facility's "workforce" for HIPAA compliance purposes only. Such student shall be subject to and abide by facility's policies governing the use and disclosure of such protected health information by Facility and its staff. Facility shall train such students regarding the requirements of its policies and procedures. Notwithstanding the foregoing, University shall educate such students regarding their obligations to protect the privacy, security and confidentiality of all individually identifiable health information and the fundamental requirements of HIPAA. Nothing in this Addendum is intended or shall be deemed to create an employer-employee Relationship or a business associate relationship between Facility and University.

UNIVERSITY

FACILITY

By: \_\_\_\_\_

By \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_