

UNIVERSITY of WARMIA and MAZURY in Olsztyn
FACULTY of MEDICINE

Clinical University Hospital in Olsztyn UWM
10-082 Olsztyn, Al. Warszawska 30
tel./fax. 089 524-55-39
email: radiologia.info@uwm.edu.pl

Class Regulations and Policies DIAGNOSTIC IMAGING

1. General information

1.1 Classes are conducted by the Department of Radiology, Faculty of Medicine, Collegium Medicum of the University of Warmia and Mazury in Olsztyn, in the:

- 1.1.1 Clinical University Hospital in Olsztyn
- 1.1.2 Warmia and Mazury Oncology Center MSWiA in Olsztyn
- 1.1.3 Provincial Specialized Hospital in Olsztyn
- 1.1.4 other hospitals like Children's Provincial Specialized Hospital in Olsztyn etc.

1.2 All students, future doctors staying on the premises of the Department of Radiology at the hospitals where classes are held are obliged to:

- 1.2.1 follow medical confidentiality, do not divulge patient confidentiality, obey ethical and legal rules in contact with the patient and his family
- 1.2.2 comply with health and safety regulations

1.3 Employees responsible for completing the course:

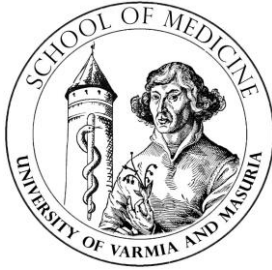
- a. Head of the department:
Anna Żurada MD, PhD
- b. Course coordinator:
Anna Żurada MD, PhD
- c. Persons responsible for the implementation of individual types of classes:
Anna Żurada MD, PhD
Maciej Michalak, MD, PhD
Marek Gojło MD, PhD
Kamil Cyganiuk, MD
Wiktoria Wronisz MD
Anna Stanek, MD

1.4 The place, time, and schedule of individual forms of classes and credits are determined by:

study schedule, syllabus, schedule and class topics found on the departments website.

<https://wl.uwm.edu.pl/en/kr/teaching>

Students may also have access to the course objectives on the website, as well as copies of all materials.



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2. DIAGNOSTIC IMAGING classes are conducted in two semesters (6th and 7th semester).

The diagnostic imaging course includes:

- a. lectures - 10 hours
- b. seminars - 20 hours
- c. exercises - 50 hours

6th semester the following topics are implemented as part of DIAGNOSTIC IMAGING:

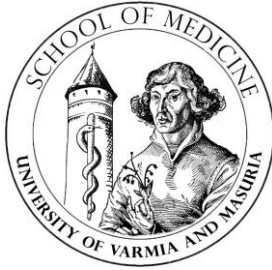
- revision of material - entry quiz - from radiological anatomy, in particular, radiological anatomy of the chest and abdomen
- basic radiographic techniques, protocols, contrast and noise in X-Ray and CT imaging> Diagnostic X-Ray dose, Radiation protection and ALARA principles for reducing radiation exposure. Basic techniques and protocols in MI imaging,
- diagnostic imaging of chest: diseases and lesions, including diagnostics of the lungs, pleura, and mediastinum, including pneumonia, SARS COV 2 (COVID-19)
- diagnostic imaging of abdomen: lesions and diseases, including diagnostics of the liver, bile ducts, pancreas, spleen, stomach, small and large intestine.
- Diagnostic imaging and interpretation of images of radiography (X-ray), CT, MR of the main pathologies and their differential diagnostic

7th semester, the following topics are implemented as part of DIAGNOSTIC IMAGING:

- revision of material - entry quiz - from radiological anatomy, in particular from radiological anatomy of the central and peripheral nervous system, blood and lymphatic vessels, genitourinary and secretory systems, the mammary gland, the musculoskeletal system, head and neck, abdominal cavity and pelvis
- diagnostic imaging of lesions and diseases of the central and peripheral nervous system - neuroradiology
- emergency diagnostics imaging
- diagnostics imaging of changes and diseases of the head and neck
- diagnostics imaging of breast changes and diseases
- diagnostic imaging of lesions and diseases of the genitourinary (male and female) and secretory systems
- diagnostic imaging of changes and diseases of the musculoskeletal system
- diagnostics imaging in oncology
- basics of interventional radiology

2.1. Lectures

- a) take place according to the schedule of classes published on the website of the Faculty of Medicine of Collegium Medicum UWM in Olsztyn and on the department's website
- b) are implemented in the form of e-learning on the TEAMS platform. Additionally, classes can also be conducted on the Moodle platform.
- c) the student is admitted to the final colloquium when he/she obtains full presence in each cycle,
- d) in the case of obtaining absence in particular cycle, the student will not be admitted to the final colloquium and final exam.



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2. 2. Seminars

- a) take place according to the schedule of classes published on the website of the Faculty of Medicine of Collegium Medicum UWM in Olsztyn and on the website of the department
- b) they supplement and expand the topics of lectures. Selected pathologies, diseases, and clinical cases are analyzed in the form of e-learning on the TEAMS platform as an presentation, or interactive presentation, as well as discussion and analysis of selected problems and clinical cases based on elements of PBL as well as in the form of an interactive discussion. In addition, classes can also be conducted on the Moodle platform, where assignments are posted in various forms.
- c) seminars might be preceded by a quiz in a written, oral, multimedia form or with the use of e-learning platforms, electronic devices, e.g. tablets/computers working in the operating system used by the Department. Therefore, the student is obliged to be prepared for each class.
- d) knowledge of the material is assessed by the assistant or the e-learning platform (the Department's operating system).
- e) the student is obliged to learn the material that is required,
- f) the student is admitted to the final colloquium when he/she obtains full presence in each cycle,
- g) in the case of obtaining absence in particular cycle, the student will not be admitted to the final colloquium and final exam.

2.3 Exercises.

- a) take place according to the exercise schedule posted on the website of the Faculty of Medicine of the UWM in Olsztyn and on the website of the Department
- b) are carried out in small 5-person clinical groups
- c) the student is obliged to be prepared for each class
- d) student's knowledge and activity during classes is assessed
- e) the student is obliged to learn the material that is required,
- f) if the student is not active during more than 50% of classes in each thematic cycle, the student final grade might be reduced by 1 grade
- g) the student is admitted to the final colloquium when he/she obtains full presence in each cycle,
- h) in the case of obtaining absence in particular cycle, the student will not be admitted to the final colloquium and final exam.

Completion of the DIAGNOSTICS IMAGING course includes the content provided during all the above-mentioned forms of classes in accordance with the applicable schedule and the content contained in the syllabus and the detailed schedule of classes.

3. Principles of student participation in various forms of classes (clothing, student behavior, etc.).

3.1. Dress code and preparation for the seminar:



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- a. during classes carried out on a stationary basis in the hospital building, students are obliged to use the locker room. The student should wear clothing appropriate for clinical classes at the hospital, and a change of shoes. In the case of classes carried out in theoretical buildings, the current regulations, assigned to a given building and room, apply.
- b. students are required to systematically prepare for classes and bring materials necessary for the classes with them
- c. during classes it is strictly forbidden to use and bring any unauthorized electronic devices, including sound and image recording devices
- d. eating and drinking, being under the influence of alcohol and other stimulants is strictly forbidden.

3.2. Dress code and preparation for exercises:

- a. during clinical exercises, students are required to wear protective clothing (see the health and safety regulations in force at the Department of Radiology, Faculty of Medicine, Collegium Medicum of the University of Warmia and Mazury in Olsztyn):
 - white, clean, and ironed whitecoat/uniform
 - change of shoes with covered toes and a white sole.
 - to enter the classroom, the student must have a photo ID on the left side of the whitecoat and changed shoes
 - under the whitecoat, appropriate clothing should be worn, e.g. a white T-shirt or dress men: shirt, shirt + tie, women: blouse.
 - during classes, it is forbidden to wear watches, rings (including wedding bands), bracelets, or any other accessories worn on the hands,
 - you should have short nails, neat and tied-back hair.



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b. during the course, the student should have a textbook or other materials enabling them to acquire and expand their knowledge.

The student's clothing and image will be taken into account and assessed during classes and during the final tests

and will have an impact on the final assessment of the student's professionalism as well as the final grade for the subject.



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Students will not be allowed to attend the class if they:

- are not dressed in protective clothing in accordance with the regulations and health and safety regulations and/or do not have an ID,
- have not changed shoes when it is mandatory,
- are in an outfit considered inappropriate for contact with the patient,
- with bags, purses, or backpacks,
- with food, drinks, chewing gum, under the influence of alcohol and other stimulants,
- with electronic equipment for the purpose of taking pictures or filming, etc.

In time of a pandemic, body temperature will be measured, the students with elevated body temperature will not be able to participate in classes.

Wearing the protective mask is obligatory.

It is forbidden to bring and use electronic devices in the classrooms, seminar rooms, and lectures as well as during e-learning classes in cases other than intended by the teacher/assistant!!!

Lack of preparation for classes, failure to comply with health and safety regulations in forced by the Department (in particular, appropriate protective clothing and behavior, etc.), and unauthorized taking photos and/or filming and using electronic equipment in cases other than indicated the student will be asked to leave the class and, in justified cases will be reported to the disciplinary commission.

4. Class attendance, the way of justifying and making up absences

Attendance at all classes (lectures, exercises, seminars) is obligatory.

4.1 Presence in all forms of classes is mandatory.

4.2 All absences must be excused immediately after the cause of the absence is resolved (within 7 calendar days), by presenting documentation that confirms the reason for absence.

The course coordinator who conducts the classes determines how and when the class and the material missed will be made up.

4.3 One absence from classes (seminar, exercises) in a semester is allowed, which will be made up for with another designated seminar/exercise/lab group (according to the schedule and arrangements with the teacher/coordinator/head of the department), after prior justification and consent to make up for the classes from the coordinator or the Department's secretary's office and obtaining written confirmation of completing the seminar/exercises/lab and passing the required material.

4.4. One excused absence from lectures is allowed. In the event of absence from the lecture and after justifying it, the student should immediately set a date to make up for the absence at the lecture with the course coordinator or with the department's secretary. **Missing more than 30% of lectures results in an additional credit from lectures, of course, after their prior justification.**



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4.5. In the event of failure to make up for an excused absence, the student will not be admitted to the test/credit, which automatically means that the student does not receive a passing grade.

4.6 In the event of an unexcused absence.

a) unexcused absence(s) from the seminar(s)/exercise (s) makes it impossible to obtain credit for the semester and subject.

b) unexcused absence from the 1st or 2nd exam term are equivalent to the loss of these exam terms and lack of a grade.

c) unexcused absence of the student during the 3rd examination date results in lack of a grade and failure to pass the course.

5. Rules for completing individual forms of classes:

5.1 Lectures

a. to participate in lectures, the student must log in to the MS Teams application via a computer/tablet/phone. The individual student code will be sent via e-mail. The student joins the meeting on the day of classes according to the schedule. The camera and sound must be turned on during the class. The camera image must be set up according to the instructor's instructions. The student must also log in to the Moodle platform, select the appropriate "DIAGNOSTIC IMAGING" group - lecture category.

b. Leaving the meeting and turning off the camera in Teams can only take place with the consent of the teacher and after completion of all activities on the Moodle platform by all meeting participants or with the consent of the teacher.

c. Copying, storing, and distributing videos and photos used during the classes is strictly prohibited. Violation of this rule automatically results in a meeting with the Head of the Department, moreover, such proceedings are reported to the University Disciplinary Committee.

d. To pass the lecture 100% attendance is required. In the case of excused absences, the lecture(s) must be made up for. The student should immediately set the date and form of making up for the absence with the coordinator of the course/head of the Department or in the Department's secretaries office. **Obtaining by the student more than 30% of absences results in an additional credit from the lectures, after their prior excuse.**

e. the material carried out during the lectures is included in the thematic scope of the credit, final as well as the colloquium.

5.2. Seminar

a. The student must log in to the MS Teams application via a computer/tablet/phone. An individual code will be sent by e-mail. The student joins the meeting on the day of classes according to the schedule. The camera and sound must be turned on during the seminar. The camera image must be set up according to the instructions of the assistant conducting the seminar. The student must be visible (the student's face, the computer screen, and the keyboard). The student must log in to the Moodle platform, select the appropriate group "Diagnostic Imaging" - the category of the seminar.



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b. Leaving the meeting and turning off the camera in Teams can only take place with the consent of the teacher and after completion of all activities on the Moodle platform by all meeting participants or with the consent of the teacher.

c. Copying, storing, and distributing videos and photos used during the classes is strictly prohibited. Violation of this rule automatically results in a meeting with the Head of the Department, moreover, such proceedings are reported to the University Disciplinary Committee.

5.2 Exercises

a. take place according to the schedule of classes stationary,

b. in justified cases, classes may also take place in the e-learning format on the MS TEAMS and MOODLE platforms in accordance with applicable legal standards. In such a case, the student must log in to the MS Teams application via a computer/tablet/phone. An individual code will be sent by e-mail. The student joins the meeting on the day of classes according to the schedule. The camera and sound must be turned on during the course. The camera image must be set up according to the instructor's instructions. The student must be visible (the student's face, the computer screen, and the keyboard). The student must log in to the Moodle platform, select the appropriate group "DIAGNOSTIC IMAGING" - exercise category.

b. Leaving the meeting and turning off the camera in Teams can only take place with the consent of the teacher and after completion of all activities on the Moodle platform by all meeting participants or with the consent of the teacher.

c. Copying, storing, and distributing videos and photos used during the classes is strictly prohibited. Violation of this rule automatically results in a meeting with the Head of the Department, moreover, such proceedings are reported to the University Disciplinary Committee.

d. the student must be prepared for each class

e. the material for the classes is presented in the syllabus and in the detailed schedule of classes posted on the Department's website

f. completing the exercises - passing the exercises takes place based on attendance, verification of knowledge, active participation in classes, and final practical test

6. Exam/credit

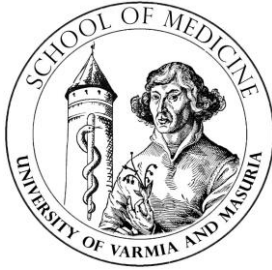
6.1. The person responsible for conducting the exam/credit and determining the place and date of the exam/credit is the course coordinator/Head of the Department,

Anna Żurada MD, PhD

The condition for admission to the credit and final credit is active participation and attendance at all classes as well as completion of all assigned work.

6.2. final credit in the subject Diagnostics Imaging consists of:

- a test covering **20 clinical cases/problems** of a practical nature, using the knowledge, skills, and competencies acquired by the student in the form of a traditional credit or in the electronic/multimedia form, with the use of electronic devices, e.g. tablets/computers with the departments operating system or e-learning platforms. The time to complete the test on an



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electronic device or in the traditional form with the transfer of correct answers to the answer sheet is 25 minutes. Only the answer sheet prepared by the department or the electronic version of it will be checked.

6.3. The condition for obtaining a final credit in the course is:

- minimum of **60%** of correct answers from the practical part of the test - i.e. **12 points** in the case of getting 1 point for 1 correctly solved clinical case out of the maximum possible 20 points.

If the student does not obtain a minimum of 60% the student obtains a failing grade and is not admitted to the final examination thus failing the course.

Final assessment grading scale:

> 90% - very good

85 - 89% - good plus

76 - 84% - good

70 - 75% - satisfactory plus

60 - 69% - satisfactory

<60% - fail

6.3.1. in the case of failure to obtain a passing grade for the final test and therefore failure to obtain credit for the semester, the possibility and form of a resit test is decided by the Head of the Department

6.4. Final exam

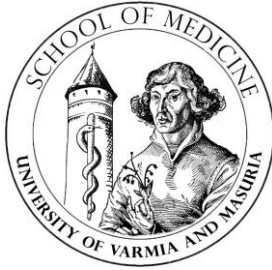
6.4.1. The condition for admission to the exam is obtaining a passing grade from the final test.

6.4.2. The material for the exam covers all the content included in the detailed schedule and topic of classes, lectures, seminars, and exercises. The nomenclature in the field of radiological anatomy and diagnostic imaging is in English.

6.4.3. The diagnostics imaging exam consists of:

- **theoretical part** - a multiple-choice test consisting of **50 questions** - a **true/false test** or a **multiple-choice test** with one correct (true) answer, each question has **5 possible choices** in the form of a traditional test or in the form of an electronic multimedia test (tablet/computer/e-learning platform). The duration of the examination on an electronic device or in the traditional form, with the transfer of correct answers to the answer sheet, is no more than **60 minutes**. Only the paper/electronic answer sheet is checked.

- **practical part** - **20 clinical cases**, in the form of a traditional test or in the form of an electronic/multimedia test, with the use of electronic devices, e.g. tablets/computer stations operating in the department's operating system or e-learning platforms. The time to complete the practice test on an electronic device or in the traditional form with the transfer of answers to the answer sheet is **25 minutes**. Only the traditional/electronic answer sheet is checked.



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6.4.5. The condition for passing the exam is:

- minimum **60%** of correct answers from the theoretical part - i.e. **30 points** in the case of a test with 1 true answer (1 point for each correct answer) out of a maximum of 50 points.
- minimum **60%** of correct answers from the practical part - i.e. **12 points** in the case of getting 1 point for 1 correctly solved clinical case out of the maximum of 20 points.

6.4.6. The condition for obtaining a positive grade is passing both parts of the exam (theoretical and practical) with a minimum of 60%. The final grade for the exam is the average of the theoretical and practical grades.

If minimum of 60% is not obtained on either or both parts of the exam (theoretical or practical), the student obtains a failing grade.

In case of passing only one part of the exam, the student repeats the exam in the 2nd term, only from the failed part (practical and/or theoretical part).

In justified cases, the Head of the Department reserves the right to change the form of the exam.

Grading scale for the final exam:

> 90% - very good

85 - 89% - good plus

76 - 84% - good

70 - 75% - satisfactory plus

60 - 69% - satisfactory

<60% - fail

6.4.7. information on the number of exams/credits retakes are according to the Universities regulations.

6.4.8. 1st retake exam in Diagnostic Imaging

- students who failed the exam on the 1st term or students who were absent on the 1st term and justified their absence within 7 workdays from the date of the exam are allowed to retake the exam

- it has two parts, the theoretical and practical part just as the 1st term exam. The retake exam consists of 50 questions, the duration of the test - 60 minutes, as well as the practical part covering 20 clinical cases - 25 minutes. To pass the retake exam, the student needs to obtain at least **60%** of the correct answers in each part. In case of passing only one part (theoretical/practical) of the exam in the 1st term, the student repeats the failed part of the exam in the 2nd term.

The final grade is the average of points obtained in the theoretical and practical parts. In justified cases, the head of the Department reserves the right to change the form of the 1st resit exam into an oral exam, or to a written (open answer) form.



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6.4.9. 2nd retake is in the form of an oral exam and is conducted by the head of the Department of Radiology or by a person appointed by the Head of the Department. In justified cases, the head of the department reserves the right to change the form of the exam to a written form. Students that are allowed to participate in the 2nd retake exam are students who obtained an unsatisfactory grade on the 1st retake or were absent and justified their absence.

6.4.10. During each examination date, it is forbidden to have and/or use any teaching aids and means of communication (MOBILE PHONE, SMARTPHONE) and any kind of electronic devices equipped with a camera. It is strictly forbidden to take pictures or write down questions during the test. The Department reserves the right to check with a portable metal detector, whether the student has the above-mentioned devices before, during, and after the exam/credit. Breaking this rule will result in an automatic failure of the exam, leaving the examination room and referring the matter to the Disciplinary Committee of the University.

6.4.11. The student receives the results of the credit and examinations in a traditional way and/or electronically.

The student has the option to:

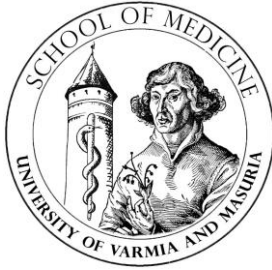
1. report his/her reservations and/or objections regarding questions on the tests. The comments should be submitted immediately after the credit/examination (no later than 5 minutes after), before leaving the examination room/e-learning platform.
2. the student has the right to review his credit/colloquium/exam with the answer key and has the possibility to discuss questions with the teacher/lecturer prior to making an appointment.

7. Lab Etiquette

- b. Unauthorized persons may not enter the Radiology Department.
- c. The student **MUST** care about hygiene.

In particular:

1. The student must have clean, disinfected hands with short unpolished nails; jewelry is not allowed.
2. Before the examination of the patient, the students should wash their hands.
3. Protective gloves are required in contact with the patient especially in time of the pandemic.
4. In the case of minor injuries, rinse the wound in tap water and report it immediately.
5. Smoking in the area of the Department of Radiology, as in the whole Hospital is prohibited.
8. Food and Beverages. Eating, drinking, and chewing gum is strictly prohibited at any time.
9. Bags, jackets, and personal items must be checked into the coat check room downstairs.
10. No open toe shoes, sandals, slippers, and shoes that expose any part of the foot or sock will be allowed in the laboratory.
11. No photography or videotaping is allowed in the lab, and it is strictly prohibited.
12. REFUSAL to meet any of the above requirements will result in immediate removal from the class, and loss of that particular lab credit.



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13. Students who are pregnant, or believe they may be pregnant, are responsible for discussing attendance in the diagnostic imaging lab with their course director and physician

Injury. Any injury shall be immediately reported to the instructor for determination of appropriate action. If the instructor cannot be located, immediately contact any faculty member or staff member in the department office.

Head of the Department of Radiology
Anna Żurada MD, PhD