

MEMORANDUM OF AGREEMENT  
ASSOCIATE OF APPLIED SCIENCE  
RADIOLOGIC TECHNOLOGY PROGRAM AND/OR CERTIFICATE OF  
APPLIED SCIENCE ULTRASOUND TECHNOLOGY PROGRAM

This Memorandum of Agreement constitutes a contract between Big Horn Hospital and Montana State University-Billings, City College of Billings, Montana, hereinafter called "CC" for the purpose of jointly conducting the clinical experiences in the Radiology/Ultrasound Technology programs.

**This agreement will be deemed automatically renewed on a year-to-year basis for successive terms of 12 months from and after the expiration of the initial terms hereof unless either party shall give written notice to the other that this agreement be terminated. To be effective, such notice must be given not less than 120 days in advance of the date specified in the written notice.**

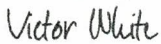
This agreement will be in force and effect during the normal academic year-commencing Spring of 2022 and includes summers and shall be reviewed on an annual basis.

The attached document, entitled Responsibilities of Big Horn Hospital and the MSU Billings City College is hereby agreed to as a part of this contract. The signatures affixed below have been duly authorized by the participating agencies involved.

  
\_\_\_\_\_  
Director/CEO of Big Horn Hospital

  
\_\_\_\_\_  
Date

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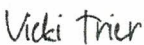


\_\_\_\_\_  
Victor White, PhD, RT (R), Radiologic Tech. Director  
Montana State University Billings City College

2/8/2022

\_\_\_\_\_  
Date

DocuSigned by:



\_\_\_\_\_  
Vicki Trier, PhD, Dean, City College  
Montana State University Billings

2/8/2022

\_\_\_\_\_  
Date

DocuSigned by:

*Sepehr Eskandari*

2/11/2022

Sepehr Eskandari, PhD, Provost  
Montana State University Billings

Date

RESPONSIBILITIES OF BIG HORN HOSPITAL AND MONTANA STATE  
UNIVERSITY BILLINGS CITY COLLEGE

BIG HORN HOSPITAL WILL:

1. Permit the Radiologic/Ultrasound Technology Instructors to have access to facilities consistent with normal operation and with the instructors' responsible for classroom theory related to clinic operations during observational/preceptorship/ clinic/externship experiences.
2. Report any disciplinary problems relating to students to the Radiologic/Ultrasound Technology Instructors. It is understood that the instructor in turn will report such violations to the Dean of the MSU Billings City College for final disposition
3. Delegate to MSU Billings the issuing of all publicity releases concerning the students and this facility.
4. Designate a liaison person to work and communicate with MSU Billings City College faculty to insure coordinated high-quality training.
5. Provide an ARRT (RT) or ARRT (S)/ARDMS employee to serve as the Radiologic/Ultrasound Technology Clinical Instructor.
6. **Student Supervision.** All Radiologic/Ultrasound Technology students will be supervised by an ARRT (RT) Radiographer or ARRT (S)/ARDMS Sonographer at all times while serving as a student at the clinical site. There must be at a minimum of one technologist for each student at the facility.

All Radiologic/Ultrasound Technology students shall have the appropriate supervision during clinical education at all times. The level of supervision will be determined by the completion of competency evaluations of the students. All students must have direct supervision for every procedure performed until a successful competency evaluation has been achieved.

Upon successful completion of a competency evaluation, students may perform procedures under indirect supervision.

All repeat radiographic/ultrasound examinations must be directly supervised regardless of the student's level of competency.

Students must have all radiographic/ultrasound images approved and documented by a qualified certified ARRT (RT) Radiographer or ARRT (S)/ARDMS Sonographer before those ultrasound images are sent to the radiologist for diagnosis.

**Direct supervision** is defined as a student under the following parameters:



- a. A qualified sonographer reviews the procedure in relation to the student's achievement.
- b. A qualified sonographer evaluates the condition of the patient in relation to the student's knowledge
- c. A qualified sonographer is present during the conduct of the procedure.
- d. A qualified sonographer reviews the procedure and images with the student and approves the procedure
- e. A qualified sonographer is present during the student performance of any repeat of any unsatisfactory ultrasound image.

**Indirect supervision** is defined as that supervision provided by a qualified sonographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified sonographer adjacent to the room or location where an ultrasound procedure is being performed. It does NOT mean that the sonographer is available by phone or pager. This availability applies to all areas where non-ionizing ultrasound equipment is in use.

**Supervision: Repeat US Image**

Whenever an image must be repeated for any reason, it shall only be competed in the presence of and with direct supervision by a registered ARRT (RT)/ ARRT (S) or ARDMS individual.

**MSU BILLINGS CITY COLLEGE WILL:**

1. Employ qualified Radiologic/Ultrasound Technology Instructors who will be responsible for conducting the instructional phase of this program.
2. Provide training and support to clinical coordinator.
3. Furnish the administrative, supervisory and clerical personnel needed for proper implementation of this program. All of the aforementioned administrative, instructional, supervisory and clerical personnel shall be employees of MSU Billings, State of Montana, in every aspect. MSU Billings through the state shall remain responsible for payment of wages or salary, all deductions and payments based on salary, including state and federal income taxes, FICA, unemployment insurance, and payment for all costs of such and other employee benefits as appropriate according to state statute and policies.
4. Provide access to instructor(s) while students are in observational, preceptorship, externship, or clinic experiences.
5. Provide insurance coverage against professional liability for its' students with limits of not less than \$1,000,000/\$3,000,000. Copies of such insurance policies or Associates of insurance coverage shall be furnished

**to Big Horn Hospital by MSU Billings CC, together with endorsements or other agreements from the insurer agreeing that such coverage will not be cancelled without prior written notification thereof to Big Horn Hospital.**

6. Assume responsibility for maintaining discipline of all students. Any errors or incidents in which a student has been involved will be promptly reported to MSUB CC according to established policies.
7. Assure that students have access to reference books, instructional equipment and supplies and the various record-keeping forms needed for the program.
8. Provide a suitable curriculum for the Radiologic/Ultrasound Technology training program as approved by the appropriate Radiologic/Ultrasound Technology agencies.
9. Establish and maintain an active Radiologic/Ultrasound Technology Advisory Board representatives of various health agencies in the area.
10. Provide evidence on request that all students participating in clinical at Big Horn Hospital will have:
  - a. Yearly TB testing or other accepted data i.e. chest x-ray
  - b. Current American Heart Association CPR Certification
  - c. Current immunizations per nursing program guidelines
  - d. Yearly criminal background check and drug testing
11. Understand that all information, hospital, agency, clinic, and patient care, discussed and/or contained in the medical records is confidential and will be treated as such. Therefore, it is the responsibility of the MSU Billings CC to train all students to practice in a manner such that all information remains confidential.

**MSU BILLINGS CITY COLLEGE WILL REQUIRE ULTRASOUND TECHNOLOGY STUDENTS TO:**

1. Behave in a professional manner as described in the Ultrasound Technology Student Handbook.
2. Maintain confidentiality as defined by HIPPA regulations.
3. Perform safe care consistent with the ultrasound technology program student level scope of practice in an inter-professional team environment, while advocating for clients, demonstrating inclusiveness, and utilizing critical thinking.

4. Complete clinical hours at Big Horn Hospital as designated by the program clinical coordinator(s). Hours and times for clinical can be night, weekend, day shift etc., as determined by clinical coordinator(s) and faculty.

**BOTH AGENCIES WILL:**

1. Agree to mutually conduct activities to resolve through procedures suggested in each case, any dispute which may arise in the operation of the program.
2. Agree to cooperate in accordance with the terms of this agreement to enable MSU Billings CC to provide Radiologic/Ultrasound Technology training.
3. **NON-DISCRIMINATION ASSURANCE.** Pursuant to obligations under various federal and state laws and regulations, both agencies give assurance that both facilities do not unlawfully discriminate in any of its educational practices on the basis of race, color, religion, sex, age, handicap, national origin, or marital status as related to the intent and conduct of this agreement.
4. **Either party may terminate this contract without cause upon 120 days written notice to the other party of such termination.**