

Holy Spirit Hospital School of Radiologic Technology Program Information

PROGRAM INFORMATION

- 24 month program (after completion of pre-requisites)
- Affiliated with Harrisburg Area Community College (HACC)
 - must apply separately to HACC and Holy Spirit
- Starts approx. 2nd week of January each year.
- Days/hours scheduled at Hospital vary each semester

ADMISSION REQUIREMENTS (see following pages for more details)

- High School graduate, or equivalent (GED)
- Cumulative grade average ≥ 2.5
- Grade \geq "C" in all courses required for Radiography Program major
- Complete these pre-requisites, with a grade \geq "C", prior to the January in which the applicant would begin the Program if accepted:
 - 1) Intro to Allied Health (AH 140) – **only available at HACC**
 - 2) Patient Care Skills Laboratory (AH 141) – **only available at HACC**
 - 3) Anatomy & Physiology I (equiv. to HACC's BIOL 121)
 - 4) College Algebra (MATH 103)
 - 5) Computer Information Systems (CIS 105)
- Complete the Essential Qualifications form (form is in application packet – call if needed)
- All acceptances into the Program are contingent on a satisfactory Criminal Background Check and Drug Screen

NOTE

The above course requirements do not need to be completed prior to submitting application, and interview, but must be completed prior to the January in which the applicant would begin the Program if accepted.

Completion of course work at HACC does not guarantee acceptance into the Program. Acceptance is selective due to limited clinical positions.

ADVANCED STANDING/TRANSFER STUDENTS

The Program does not accept advanced standing students. Students attempting to transfer from another School of Radiography should contact the Program Director for guidelines, as well as HACC.

APPLICATION PROCESS

- To be considered for the Program at Holy Spirit Hospital, the following must be submitted:
 - 1) Completed application & \$30.00 application fee
 - 2) **All official** high school and college transcripts
 - 3) Completed Essential Qualifications Form (read carefully)
 - 4) Signed Patient Confidentiality, Drug Free and Tobacco Free Statement Form
 - 5) Three references (forms are in application packet)
- After receipt of all application items, the applicant will be notified whether they will be interviewed or not. If they are to be interviewed, the applicant will be asked to contact the Program to schedule an interview.
- **May 31st = Deadline -- All application items MUST be received no later than this date.**
- **June 10th = an official transcript, showing all course work/grades as of the end of the Spring semester, must be received no later than this date.**

SELECTION

- Applicants are selected based on overall qualifications such as:
 - Full Completion of application process (earlier is better).
 - Grades earned for required HACC courses.
 - References
 - Application short essay
 - Interview
 - Shadow experience (a hospital Radiology Department is preferred)
 - Health care experience (Employment and/or Volunteer)
- Selection is made without regard to race, color, creed, gender, disabilities, age, or national origin.

EXPENSES FOR HOLY SPIRIT (HACC costs are **not** included in the costs listed below)

- Total Tuition = approximately \$4,100.00
- Books = approximately \$1,200.00 total
- Lab and Copy fees = approximately \$150.00 total
- Graduation fee = \$25.00
- **All fees are subject to change.**

FINANCIAL AID

Student loans, federal and state grants, and scholarships are available at HACC.

PLEASE NOTE: For those seriously considering this profession, a shadow experience is highly recommended. These can be done in the Holy Spirit Hospital Radiology Department by calling 717-763-2123, or in any other hospital radiology department. These should be done early in the career research phase.

REQUIRED HACC COURSES

HACC Course	Title	Credit Hrs.
AH 140 (pre-requisite)	Introduction to Allied Health	3
AH 141 (pre-requisite)	Patient Care Skills Laboratory	1
BIOL 121 (pre-requisite)	Anatomy & Physiology I	4
BIOL 122	Anatomy & Physiology II	4
BIOL 230	Physiological Pathology	3
MATH 103 (pre-requisite)	College Algebra	3
PHYS 151	Physics for Technicians	4
PHYS 152	Physics for Radiographers	4
SOC 201	Introduction to Sociology (Gen. Psych. may be accepted in limited circumstances)	3
CIS 105 (pre-requisite)	Intro to Software for Business	3
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
SPCH 101, or SPCH 104	Effective Speaking, or Interpersonal Communication	3
Core A Elective	See HACC Catalog for Selections	3
Free Elective	See HACC Catalog for Selections	3
Wellness/Physical Education Elective	See HACC Catalog for Selections	1
Total HACC Credits		48

<p><u>THE FOLLOWING CONTACT IS AVAILABLE AT HOLY SPIRIT HOSPITAL</u></p> <p>Kevin L. Otto, Program Director Holy Spirit Hospital School of Radiologic Technology 503 North 21st Street Camp Hill, PA 17011-2288 717-763-2123 (office) Email: kotto@hsh.org</p>	<p><u>THE FOLLOWING CONTACT IS AVAILABLE AT HACC</u></p> <p>Health Careers Harrisburg Area Community College One HACC Drive Harrisburg, PA 17110 717-780-1988, or 1-800-222-4222 ext. 1988 Email: healthcareers@hacc.edu</p>
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FOR ADDITIONAL INFORMATION PERTAINING TO A CAREER IN RADIOLOGIC TECHNOLOGY, CONTACT:

The American Society of Radiologic Technologists at www.asrt.org

- Click on "About Our Profession"
- Click on the following:
 - 1) What Do Radiologic Technologists Do?
 - 2) Careers in Radiologic Technology
 - 3) Watch Videos:
 - ❖ Introduction to Radiologic Technology
 - ❖ Radiography

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 900, Chicago, IL, 60606-2901, 312-704-5300, e-mail: mail@jrcert.org.

Admission and Application Process

Students are admitted to the Program without consideration of race, color, creed, national origin, gender, age, and handicap status (provided the applicant can meet the requirements of the Program).

To be considered for admission into the Program, applicants must meet the following requirements. Applicants accepted into the Program must continue to meet these requirements.

Admission Requirements

1. **High School Diploma/GED:** The applicant must complete the requirement for a high school diploma or its equivalent (GED). Evidence of this must be submitted. Therefore, an official high school transcript, or GED Certificate, is required.
 2. **HACC:** The applicant must be currently admitted to Harrisburg Area Community College (HACC) and in good standing. For application materials from our college affiliate contact:
Health Careers
Harrisburg Area Community College
One HACC Drive, Harrisburg, PA 17110
www.hacc.edu (quick link "Health Careers")
1-800-ABC-HACC (1-800-222-4222), ext. 1988
 3. **Qualification to Take College Courses:** The applicant must have completed high school biology and chemistry. HACC BIOL 111 and CHEM 100 with a grade \geq 'C' are required in lieu of High School biology and chemistry and/or to be eligible to take BIOL 121. ENGL 051 and MATH 051 are required if placement test scores are below eligibility to enroll in ENGL 101 or MATH 103.
 4. **Pre-requisite College Courses:** The applicant must complete the following college level courses with a grade \geq 'C' prior to starting the Program:
 - a) Introduction to Allied Health, Lecture (AH 140) – **This course can only be taken at HACC**
 - b) Patient Care Skills Lab (AH 141) – **This course can only be taken at HACC**
 - c) Anatomy & Physiology I (BIOL 121)
 - d) College Algebra (MATH 103)
 - e) Computer Information Systems 105 (CIS 105)
- NOTE:** The above courses do not need to be completed prior to submitting the application items, but must be completed prior to the January in which the applicant would begin the Program if accepted.
- NOTE:** Completion of course(s) at HACC, or any other post-high school institution, does not guarantee admission to the Program.
5. **Transfer Credits:** The Holy Spirit School of Radiologic Technology will recognize/accept college credits taken at another institution if Harrisburg Area Community College transfers them into HACC. All questions related to transfer credits must be discussed with HACC.
 6. **College Course Grades:** All college courses required of the Radiology major must receive a grade \geq 'C'.
 7. **Minimum GPA:** The minimum overall GPA, and the minimum GPA for required Radiology major HACC courses (for the hospital-based radiography program), is **2.5**. This applies for course work completed at HACC or any other post high school institution(s).

8. **Application Items to Submit:** The Program accepts applications throughout the year; however, it is suggested that students apply well in advance of the deadline. The applicant must submit the following items by the **May 31st deadline:**
- a) A completed School of Radiologic Technology Application with a \$30.00 non-refundable application fee
 - b) Official High School transcript(s)
 - c) Official transcripts from **ALL** post high school institutions attended – In addition to the transcript(s) submitted by the 5/31 deadline, it is extremely important for the applicant to be sure that the Program receives an official final transcript by June 10th
 - d) A completed Essential Qualifications form.
 - e) A signed Patient Confidentiality Statement, Drug Free, and Tobacco Free Statement form
 - f) Three (3) reference forms (provided by the Program) as follows:
 1. One to be completed by an **Academic** reference (e.g., professor, teacher).
 2. One to be completed by a **Personal** reference who is not a relative.
 3. One to be completed by a **Professional** reference source such as a supervisor or manager from present/previous employment.
9. **Interview:** An interview with the Admissions Committee is required. Submission of all application items does not guarantee an interview. After receipt of all application items, the applicant will be notified whether they will be interviewed or not. If they are to be interviewed, the applicant will be asked to contact the Program to schedule an interview.
- Determination of whether to interview an applicant is based on:
- a) The overall GPA (HACC and all other colleges attended are considered).
 - b) The GPA for completed courses required of the Radiology major.
 - c) What Radiology major required courses are projected to be completed by the end of the Spring term in the year the applicant submits the application.
 - d) Number of applicants.
- NOTE:** Receipt of final item(s) close to the deadline date may result in the unavailability of an interview appointment time.
10. **Essential Qualifications:** The Essential Qualifications form must be completed and returned to the Program. Applicants to the School of Radiologic Technology must meet certain essential qualifications in order to be able to effectively perform in a radiographic clinical area either as a student or, upon completing the program, a Radiologic Technologist. In the interest of the student's own personal safety, the safety of patients, and the potential liability to the Program, there are significant requirements that must be met.
11. **Criminal Background Check:** All offers of acceptance in the School of Radiologic Technology are conditional pending results of a criminal history check. Applicants accepted by the Program who refuse to comply with this process, or whose background check reveals convictions for crimes prohibited under the Older Adults Protective Services Act 169 of 1996 (as revised), will have their offer of acceptance rescinded, or will face immediate termination from the Program if they have been allowed to begin the program on a provisional basis.
12. **Drug Screening:** All offers of acceptance in the School of Radiologic Technology are conditional pending results of a drug screen. All applicants invited to attend the School of Radiologic Technology must submit to, and pass, a urine drug screen for the detection of the use of illegal drugs or controlled substances according to Holy Spirit Health System Drug Screen Guidelines. Applicants accepted by the Program who refuse to comply with this process, or whose drug screen is found positive will have their offer of acceptance rescinded, or will face immediate termination from the Program if they have been allowed to begin the program on a provisional basis.
13. **Accepted Applicant Requirements:** All accepted applicants must submit transcript(s) verifying that her/his overall GPA, and the GPA for required Radiology major HACC courses (for the hospital-based radiography program), is **≥ 2.5**. This transcript(s) must also verify that the grades received for all completed courses required for the Radiology major are **≥ 'C'**.

Other Provisions

- A shadow/observation experience, in a hospital Radiology Department, should be done early in the career research phase so that an individual is sure that Radiologic Technology is her/his career choice. Shadow opportunities at Holy Spirit Hospital may not be available within one (1) month before the application deadline.
- Preference is given to students demonstrating academic excellence, health care environment experience, and the completion of additional required math and science courses such as Biology 122 (Anatomy & Physiology II), Biology 230 (Physiological Pathology), and Physics 151 (Physics for Technicians).

Important Dates

Topic	Date	Description
Application Items		<ol style="list-style-type: none">1) A completed School of Radiologic Technology Application with a \$30.00 non-refundable application fee2) Official High School transcript(s)3) Official transcripts from ALL post high school institutions attended4) A completed Essential Qualifications form.5) A signed Patient Confidentiality Statement, Drug Free, and Tobacco Free Statement form6) Three (3) reference forms (which are provided)<ol style="list-style-type: none">a) One to be completed by an Academic reference (e.g., professor, teacher).b) One to be completed by a Personal reference who is not a relative.c) One to be completed by a Professional reference source such as a supervisor or manager from present/previous employment.
Obtain and Submit Application Items	January 1 st – May 31 st	Applicants may submit application items at anytime during this time period. The applicant will be notified whether they will be interviewed or not, and may be asked to contact the Program to schedule an interview. Receipt of final item(s) close to the deadline date may result in the unavailability of an interview appointment time.
Application Deadline	May 31 st	All application items MUST be received no later than this date.
Final Transcript (showing Spring Semester Grades)	June 10th	An official transcript, showing all course work/grades as of the end of the Spring semester, must be received no later than this date.
Selection Decisions	End of July	Selection decisions are made and mailed to all interviewed applicants.

ESSENTIAL QUALIFICATIONS FOR HOLY SPIRIT HOSPITAL
SCHOOL OF RADIOLOGIC TECHNOLOGY

Applicants/students to the School of Radiologic Technology must meet certain essential qualifications in order to be able to effectively perform in a radiographic clinical area either as a student or, upon completing the program, a Radiologic Technologist. In the interest of the student's own personal safety, the safety of patients, and the potential liability to the Program, there are significant requirements that must be met before admission to the program is finalized. The following information outlines the requirements necessary for the student to be admitted to, continue in, and graduate from, the Holy Spirit Hospital School of Radiologic Technology. Any candidate not meeting these criteria may be denied admission into the program.

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. Upon admission, an applicant/student who discloses a disability and requests accommodation may be asked to provide documentation of his/her disability for the purpose of determining appropriate accommodations, including modifications to the program. The School will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the School. To matriculate or continue in the curriculum, the applicant/student must be able to perform all the essential qualifications either with or without accommodation.

Please read this form carefully and initial each essential qualification if you can comply with the standard. When complete, please sign, date, and return the original to the School of Radiologic Technology along with your application.

HEARING: Use of Auditory Sense = Assess/monitor patient sounds; able to hear and understand patients, families, students, instructors, and members of the health care team;.

- 1) Communicate & interact with patients, families, students, instructors, and members of the health care team from a variety of cultural backgrounds.
- 2) Follow verbal instructions. This includes when the person giving directions is not facing the student or is wearing a surgical mask.
- 3) Sufficient hearing ability to interpret messages not solely based on visual cues, to interpret normal toned conversation and to detect sounds such as heart tones and blood pressure sounds.
- 4) Ability to hear a variety of sounds emitted from electronic equipment.

INITIALS: _____

MOBILITY: Physical mobility & strength = Physical abilities sufficient to perform required functions of patient radiographic care.

- 1) Mobility & strength sufficient to support & move patients safely (e.g., support and transfer patients safely from bed/table to wheelchair [and vice versa], and modify patient position on table or in bed).
- 2) Able to lift and carry items weighing up to twenty pounds to overhead, waist, or below waist levels.
- 3) Able to work in a standing position for 60 - 90 minutes.
- 4) Push/pull up to several hundred pounds (e.g., hospital beds; transport patients).
- 5) Move in and out of treatment areas, sometimes rapidly, to perform radiographic procedures/patient care.
- 6) Respond to emergency situations in a timely manner.
- 7) Stand in stocking feet at a height that is at least four feet, eight inches. Able to reach above shoulder height and below waist level to manipulate equipment and reach parts of a patient's body to perform radiographic procedures.
- 8) Bend, stoop and squat.

INITIALS: _____

VISUAL: Use of Sight = Use of sight to monitor and assess patient and equipment function, and to provide safe and effective patient radiographic care.

- 1) Read written instruction/orders to include fine print, monitors, and gauges.

- 2) View/evaluate radiographic images in order to identify proper patient positioning, proper radiographic exposure and technical qualities.
- 3) Differentiate between subtle differences in shades of gray.
- 4) Chart (write) procedures and observations legibly in a permanent medical record.
- 5) Ability to observe demonstrations and patients close up and at a distance to learn skills and to gather patient data (e.g., observe a patient's appearance).
- 6) Use of depth perception and peripheral vision.
- 7) Read and record data from a scale and/or clock in either analog and/or digital format.
- 8) Able to visually tolerate bodily fluids, physical trauma, and needle insertions.

INITIALS: _____

MOTOR SKILLS: Physical Ability, Coordination, & Dexterity = Perform multiple motor tasks simultaneously; fine and gross motor skills sufficient to handle equipment and provide safe and effective patient care; steady arm and hand movements while manipulating objects or assisting patients.

- 1) Move, adjust, and manipulate a variety of x-ray equipment (including physical transportation of portable x-ray machines) to arrange and align the equipment with respect to the patient and image receptor according to established protocol and standards of speed and accuracy.
- 2) Prepare equipment/materials for administration of contrast media and other fluids.
- 3) Manipulate syringe/needle to prepare medications and perform venipuncture.
- 4) Perform airway management and CPR.
- 5) Enter data into a computer (using a keyboard).
- 6) Separate sheets of paper, and file papers/folders in numerical or alphabetical order.

INITIALS: _____

PHYSICAL & MENTAL ENDURANCE: Physical/Mental Stamina = Physical/mental abilities & stamina sufficient to perform required functions of patient radiographic procedures/care.

- 1) Maintain physical tolerance/stamina for an average work day (typically 8 hours). Mentally concentrate/pay close attention to details for extended periods of time.
- 2) Able to stand and walk for 85% of an average work day.
- 3) Able to use a surgical mask/respirator.
- 4) Able to wear leaded radiation protection apparel weighing approx. 8 – 15 lbs. for extended periods of time (up to 60 – 90 minutes).

INITIALS: _____

TACTILE: Sense of Touch = Able to use/perceive the sense of touch.

- 1) Able to use the sense of touch while performing patient assessment and radiographic positioning.
- 2) Able to use the sense of touch while operating complex radiographic equipment in a safe and accurate manner.

INITIALS: _____

COMMUNICATION: Ability to Communicate = Communication abilities sufficient for effective interaction with patients, families, students, instructors, and members of the health care team using verbal, nonverbal, and written forms.

- 1) Able to effectively communicate by speaking, reading, writing, and comprehending the English language with patients, families, students, instructors, & members of the health care team.
- 2) Able to comprehend and accurately recall verbal and written communications.
- 3) Concisely & precisely explain procedures, interpret patient response, and provide documentation following appropriate protocol.
- 4) Effectively use, and understand, nonverbal communications.

INITIALS: _____

INTERPERSONAL: Relating to Others = Ability to relate to others from diverse backgrounds.

- 1) Able to establish effective interaction, and rapport, with patients, families, students, instructors, and members of the health care team from a variety of social, emotional, cultural, intellectual, & economic backgrounds.

INITIALS: _____

CONGNITIVE & CRITICAL THINKING: Problem Solving = Ability to problem solve.

- 1) Able to measure, calculate, reason, analyze, synthesize, integrate and apply information.
- 2) Identify cause-effect relationships in clinical situations.
- 3) Sequence information/activities.
- 4) Use long-term and short-term memory.

INITIALS: _____

BEHAVIORAL & EMOTIONAL: Emotional & mental stability

- 1) Possess emotional health required to fully use intellectual abilities, exercise good judgment, and promptly complete all responsibilities needed to perform radiographic procedures and patient care.
- 2) Able to adapt to changing environments, to be flexible, and to learn to function despite the uncertainties and multiple interruptions, noises, distractions, and unexpected patient needs inherent in the clinical practice of radiologic technology.
- 3) Monitor own emotions and able to keep emotions under control.
- 4) Able to tolerate physically taxing workloads and to function effectively under stress.

INITIALS: _____

ETHICAL STANDARDS: Professionalism = Professional demeanor appropriate for health care environment.

- 1) Demonstrate professional integrity, demeanor, and behavior, in an ethical manner, in dealings with patients, families, students, instructors, & members of the health care team.
- 2) See the "Ethical Behavior Eligibility Requirement" section below, and the "Criminal Background Clearance" section of the School's application.

INITIALS: _____

ETHICAL BEHAVIOR ELIGIBILITY REQUIREMENT = The American Registry of Radiologic Technologists (ARRT) ethical behavior eligibility requirements state that every applicant for certification must "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics".

One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. All potential violations must be investigated by the ARRT in order to determine eligibility.

Applicants should be aware of this limitation on certification PRIOR to entering the Radiologic Technology Program. Applicants accepted by the Program, who provide false information, may be immediately dismissed from the Program.

I have read and understand the ARRT Ethical Behavior Eligibility Requirement. _____ (INITIALS)

I understand that all offers of acceptance to the program are conditional pending results of a Pennsylvania Criminal Background Clearance. No student will be admitted to, or retained in, the program with a disqualifying background check. Criminal background checks are initiated after applicant receives, and accepts, an offer to enter the school. _____ (INITIALS)

PLEASE NOTE: The ARRT list of prohibited offenses may be different than those for Pennsylvania. Any person interested in pursuing an education in Radiologic Technology, and has any questions should contact the following:

- ARRT = Department of Regulatory Services, ARRT, 1255 Northland Drive, St. Paul, MN 55120; 651-687-0048; www.arrt.org. Go to Ethics. Click on "Pre-Application Process and also click on "Ethics FAQs".
- PA = To view a list, go to <http://www.aging.state.pa.us/psolinetraining/cwp/browse.asp?A=3> and click on "Unit 4, Background Checks Fig. 5 – Prohibitive Offenses".

As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential qualifications. **I acknowledge that I am capable of performing the abilities and skills detailed in this document** with or without accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. I understand that if I am no longer able to meet these essential qualifications I will immediately notify the Program Director. _____ (INITIALS)

I understand that Holy Spirit Hospital reserves the right to make all offers of acceptance into the School of Radiologic Technology conditional pending results of a drug screen. If so, all applicants invited to attend the School of Radiologic Technology must submit to, and pass, a urine drug screen for the detection of the use of illegal drugs or controlled substances according to Holy Spirit Health System Drug Screen Guidelines. Applicants accepted by the Program who refuse to comply with this process, or whose drug screen is found positive will have their offer of acceptance rescinded, or will face immediate termination from the Program if they have been allowed to begin the program on a provisional basis. _____ (INITIALS)

As an applicant to the School of Radiologic Technology, I have read, and understand, the information contained in this document.

Name: _____ Date: _____

Return completed form to:

School of Radiologic Technology
Holy Spirit Hospital
503 North 21st Street
Camp Hill, PA 17011-2288