

CT Course Application Process



Students must be registered or registry eligible in one of the following ARRT primary certifications: Radiography, Radiation Therapy, or Nuclear Medicine Technology in order to be eligible to register for the CT courses.

Students must have recent clinical experience by either being employed in a clinical setting as a Radiographer, Radiation Therapist, or Nuclear Medicine Technologist or having been in the clinical portion of a program of the same within the last 6 months.

College Application

- If you were never a HACC student OR if you were a HACC student 5 or more years ago OR if you are a HACC graduate you need to complete an online application to the College (www.hacc.edu – click on APPLY) and Select major: Pre-Health Professions-concentration Rad Tech. There is no application fee.
- If you were a HACC student less than 5 years ago, contact [Tami](#) at 717-358-2837 for a Change of Major.
- You do NOT need to submit high school or prior college transcripts and you do NOT need to take Placement tests.

CT Specialty Course Application

Contact Elizabeth Sasser - ejsasser@hacc.edu - 717-358-2870 - to discuss clinical options and learn more about the program

If you have any questions about this process and what you should do, contact Tami Burkholder, 717-358-2837 TLBURKHO@HACC.EDU.

ESSENTIAL REQUIREMENTS FOR HEALTH CAREERS PROGRAMS
RADIOLOGIC TECHNOLOGY – CT

All individuals, including persons with disabilities, who apply for admission to the college based radiologic technology program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the college based radiologic technology program at HACC. **These essential requirements are standards of admission.**

The applicant should carefully review the essential requirements for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential requirements if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential requirements. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

COMMUNICATION

1. Communicate verbally using clear and effective English
2. Write legibly in clear and effective English using correct grammar, punctuation and spelling
3. Quickly and accurately comprehend and follow verbal instructions in English
4. Quickly and accurately read, comprehend and follow written instructions in English
5. Actively participate in group discussions
6. Use communication equipment – telephone, computer, other device used for communication

PHYSICAL SKILLS

Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care

1. Exert maximum physical force to lift, push, pull or carry objects up to 50 pounds (oxygen cylinders, beds, patients, or radiographic equipment)
2. Wear lead aprons (approx. 10 pounds) up to 8 or more hours
3. Move quickly, freely and safely around the assigned work area and patient care settings
4. Sustain professional activities for up to 8 or more hours
5. Remain standing up to 8 or more hours
6. Reach above shoulder level (to manipulate equipment)
7. Reach below waist level (to manipulate equipment)
8. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat
9. Keep hand and arm steady while moving arm or while holding arm and hand in one position
10. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
11. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down

OBSERVATION AND SENSORY SKILLS

1. Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance.
 - a) Function efficiently in various degrees of light, from dark to bright lighting
 - b) Differentiate colors, varying shades of same color, and shades of black, white and gray
 - c) Read fine print and hand writing
3. Detect and distinguish odors from clients and environment
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins
5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc.)

INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS

1. Concentrate on a task over a period of time without being distracted
2. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
3. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
4. Perform multiple tasks simultaneously
5. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
6. Integrate information quickly, consistently, accurately, especially in an emergency situation

BEHAVIORAL / SOCIAL SKILLS / ETHICS

1. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
2. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, faculty)
3. Use team approach to carry out responsibilities
4. Maintain general good health and self-care
5. Display flexibility and adapt to changing environments

6. Manage time effectively
7. Accept responsibility for own behavior and be forthright about errors or uncertainty
8. Refuse to perform or participate in any illegal, unethical or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
9. Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action
10. Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)

ETHICAL BEHAVIOR ELIGIBILITY REQUIREMENT

The American Registry of Radiologic Technologists (ARRT) ethical behavior eligibility requirements specify 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," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards and the ARRT Standards 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. *Conviction as used in this provision includes a criminal proceeding where the individual enters a plea of guilty or nolo contendere. All potential violations must be investigated by the ARRT in order to determine eligibility. Further information may be found on the [ARRT web site](#) in the handbooks for radiography certification.

Applicants should be aware of this limitation on certification prior to entering the Radiologic Technology Program. Practice of Deceit in the application procedure is cause for dismissal from the Program.

4/22/24 rev 4/5/25 vg

Radiologic Technology Pregnancy Policy

Student Pregnancy

Program Policy: Students, who become pregnant while enrolled in the Radiologic Technology Program, have the option as to whether or not to inform the Program. Students electing to inform the Program must notify the Program Director in writing. In the absence of any voluntary disclosure of pregnancy, students are not considered to be pregnant. Students who wish to withdraw their declination of pregnancy may do so anytime by notifying the Director in writing.

Upon confirmation of pregnancy from a healthcare provider, students have the following options.

1. Provided the student is in good academic standing, the student can be granted an immediate leave of absence for up to one year and will be eligible for re-admission the following year provided an opening exists. In the event an opening does not exist, the student will be eligible for re-admission the following year.
2. The student wishes to remain in the program, a conference will be held with the program director, and/or a director of clinical education to discuss possible health risks of exposure to radiation during pregnancy. At that time the student will continue the educational program without modification.
 - a. Upon completion of the initial visit with their healthcare provider, the student must be cleared to participate in clinical/didactic education.
 - b. The Program Director or DCE will review the radiation dosimetry report quarterly.
 - c. The student is expected to make up any course work or clinical rotations missed due to pregnancy.
 - d. All clinical objectives, clinical competencies and didactic courses must be completed to be eligible for graduation.

Policy Revised January 2022
EJS/tlb

ARRT Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Code of Ethics School of Health Sciences

In order to promote excellence in patient care, the HACC Health Career student, **while in their program**, and/or in their clinical uniform, are to:

- Treat patients with respect for the dignity, rights, and value of each individual.
- Provide nondiscriminatory and equitable treatment for all patients.
- Promote and strive to protect the health, safety, and rights of each patient.
- Maintain confidentiality of patient information following privacy regulations required by law (HIPAA and Protected Health Information (PHI)).
- Not disclose or share information associated with their health career program about or relating to any patient, person, clinical facility, or clinical experience outside of the sanctioned educational context of the classroom or online course environment with oversight of an instructor. This includes communication in any format including verbal, written, and digital (includes but is not limited to text, email, photographs, and social media).
- Perform procedures or functions within his/her level of education in the profession.
- Refuse to participate in any illegal, unethical, or incompetent acts.
- Disclose any illegal, unethical, or incompetent acts of others to the proper authority.
- Avoid any conduct that creates a conflict of interest.
- Demonstrate professional behavior that reflects integrity and a positive image of the profession and the college.
- Follow all principles of ethical and professional behavior, as identified in the code of ethics of his/her chosen health career.

Students must understand that we take the code of ethics seriously, as do our clinical partners. As a result, violation of the code of ethics may result in the faculty filing a BIT (Behavioral Intervention Report) and may result in a student being asked to leave a clinical placement, and/or failing the course in which the violation occurred. If the student is dismissed from a clinical placement we may not be able to place a student at another clinical site, which will result in the student having to leave the program. Students must also be aware that violating HIPAA is a criminal offense.

Because we want all of our students to be successful, if you are ever in doubt of the ethics of a given choice, please consult your faculty in the program.

6/2024 MME/tlb

Health Careers Medical Marijuana Policy

The Pennsylvania Department of Health is currently implementing the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as [law](#) on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

Currently, the federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under federal law, marijuana is a Schedule 1 controlled substance, which means that it is considered to have no medical value. Practitioners may not prescribe marijuana for medical use under federal law.

Students entering any Health Careers Program are required to have laboratory screenings for drugs and alcohol upon admission to the clinical phase of the program and on a yearly basis while participating in the clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program immediately and referred for appropriate counseling.

Students using medical marijuana will not be eligible for clinical placement in any HACC clinical program, due to the current discrepancy between state and federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with federal law are at risk for criminal or civil charges; and additionally, may find issue with eligibility for federal contracts and grants. Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions. **This discrepancy between federal and state law allows our clinical partners to deny student placement for clinical experiences and the State of Pennsylvania to deny licensure.**

In order to be transparent with this entire process, we recognize our responsibility to fully inform students of HACC's policy regarding the use of medical marijuana. Due to current laws we cannot provide admission to the clinical phase in any of our Health Career Programs and students who have been admitted and are later to be found positive for medical marijuana will be removed.

Print Name	HACC ID
Program	Date

Health Careers Admission Criteria Acknowledgement

_____(Initial) I acknowledge that I have read and understand the program Admission Criteria.

Essential Requirements

_____(Initial) As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential requirements. **I acknowledge that I am capable of performing the abilities and skills outlined in this document** with or without reasonable 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 requirements I will immediately notify the program director.**

_____(Initial) I understand that **all students accepted into the clinical component of the program must undergo a physical and a drug and alcohol screen annually at the student's expense** at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline.

_____(Initial) I have read and understand the **Prohibitive Offense Procedure** as posted on the HACC Health Careers website.

_____(Initial) I understand that **some clinical sites do not allow tobacco/vaping use** and may require testing at the student's expense.

_____(Initial) I understand that **all students accepted into the clinical component of the program must undergo an annual Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check at the student's expense.** No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance.

_____(Initial) I understand that **students accepted into the clinical component of the program may perform procedures which may expose them to bloodborne and airborne pathogens**, ionizing radiation and potentially hazardous materials.

_____(initial) I understand that **all students accepted into the clinical component of the program must have the following immunizations (at the student's expense):** MMR, DPT, Varicella, Hepatitis B, an annual TB screen, and an annual influenza vaccination.

_____(Initial) I understand that **students accepted into the clinical component of the program may be required to have the COVID-19 vaccine and the program cannot guarantee clinical placement if I have not received the vaccination.** Clinical affiliates MAY require the vaccination and do not accept waivers to any vaccination from a student since we are considered guests in their facilities. If I choose not to be vaccinated, HACC may not be able to place me in a clinical rotation which would prevent me from completing the program. HACC currently does not require me to be vaccinated against COVID. It is the decision of the clinical sites, not HACC, if immunizations are required for our students.

_____(Initial) I understand that **in the event of an incident in the clinic, lab or outside rotation that I am responsible for all related medical expenses.**

Have you ever been admitted to another clinical health career program at HACC from which you did not graduate?

____I have not ____I have (Good Standing Form to be completed)

_____(initial) I understand my responsibility to disclose to the program director, **any release from work at a hospital or health care facility resulting in ineligibility for rehire.** This includes events that occurred prior to admission or during enrollment in the program of study.

_____(initial) I also understand that this may affect my eligibility to be admitted or continue in the program.

CT PROGRAM

_____(initial) I have read and understand the program's pregnancy policy.

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

_____(Initial) I have read and understand that **students accepted into the clinical component of the program will be required to participate in evening rotations during their second year of clinical education.**

Health Careers Code of Ethics

_____(initial) I understand that students shall be denied admission to a program for breaches in any of the Health Careers Code of ethics. Students who are in a clinical program and breach the code of ethics will be dismissed from the program and denied access to any other health career program at HACC.

Health Careers Medical Marijuana Policy

__(initial) I understand that due to current laws we cannot provide admission to the clinical phase in any of our Health Career Programs and students who have been admitted and are later to be found positive for medical marijuana will be removed.

__(initial) I understand that intentional deceit, falsification or failure to disclose any information on this document will disqualify me from admission and/or continuation in any health career program at HACC.

Student Signature	Date
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