

2009 Application for Radiologic Technology

This application is due not later than 4:00 p.m. May 15, 2009



Access & Excellence

MSU-Billings College of Technology

This application is for students applying to the 1st clinical semester classes in Radiologic Technology starting September 9, 2009. You must have completed all prerequisite courses, or their approved equivalent, and grades must be available by May 20, 2009. This application must be legible.

Personal Information

Full Legal Name _____

Last	First	Middle
Previous Name(s)		

Last	First	Middle

MSU Student ID _____ **OR** Social Security Number _____ - _____ - _____

Current mailing address _____

City _____ State _____ Zip _____ Phone _____

Permanent mailing address _____

City _____ State _____ Zip _____ Phone _____

Current E-mail address _____ Permanent E-mail address _____

Phone _____

Have you ever been convicted of a misdemeanor or felony? Yes No *If you have a misdemeanor, or a felony conviction, the ARRT (American Registry of Radiologic Technologists) may not allow you to take the national certification examination following the completion of the Radiologic Technology program. Your ability to take the examination, if you have a misdemeanor or felony conviction, is approved or denied by the ARRT on an individual basis. You may also be required to pass a background check for felony and misdemeanor convictions and pass a drug screen test before the hospitals will allow you to enter their facility to obtain your clinical experience. If you have a misdemeanor or felony conviction, contact the director of Radiologic Technology for further information before making an application to the program.*

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This application must be received no later than 4:00 p.m. May 15, 2009. Applications can be submitted before this date. Radiologic Technology is a competitive program and the following process will be used to select those students who will continue into the clinical courses in Radiologic Technology starting September 9, 2009. If you are not currently registered as a student with MSU-Billings or MSU-Billings College of Technology, you must complete an application for admission and be accepted as a MSU-Billings student before you can make application to this program. You may apply for admission on line or call the COT at (406) 247-3000. The selection process is divided into two phases and only the top 24 students from Phase I will move to the second phase. Phase II will consist of a personal interview with the Radiological Technology Selection Committee who will make the final selection of students that will make up the next class in Radiologic Technology.

Phase I Selection Criteria

Phase I is based on a point system. Points are awarded for grades, previous education, degrees, certificates, prior work experience (particularly if that experience is in the medical field), letters of reference, a completed MCIS career assessment (see number 6 on page 4), answers to the site visit questions and a written essay. The points will be totaled from the information you provide with this application and the top scoring 24 students will continue to Phase II. Please note that you must provide verifiable documentation of your education such as a copy of your certificate, degree and official transcripts. Work and medical experience requires a contact name and phone number for verification.

1. Grades. Points will be awarded based on the **Grade Point Average (GPA)** of only the prerequisite semester courses (or equivalent transfer courses). The points will be awarded on the following basis:

2.5 GPA: (0.5)	2.9 GPA: (2.5)	3.3 GPA: (3.6)	3.7 GPA: (4.4)
2.6 GPA: (1)	3.0 GPA: (3)	3.4 GPA: (3.8)	3.8 GPA: (4.6)
2.7 GPA: (1.5)	3.1 GPA: (3.2)	3.5 GPA: (4.0)	3.9 GPA: (4.8)
2.8 GPA: (2)	3.2 GPA: (3.4)	3.6 GPA: (4.2)	4.0 GPA: (5.0)

All grades from prerequisite courses (or equivalents) must be available by May 20, 2009 for the Phase I process. The resulting grades will be taken from the MSU-Billings student records. Official transcripts from facilities other than MSU-Billings must be received and approved for credit no later than May 20, 2009. Unofficial transcripts will be accepted for spring semester 2009 classes only if official transcripts are received and accepted at the College of Technology no later than May 28, 2009.

2. Education. Points will be awarded for completion of specific education beyond the courses required for the Radiologic Technology pre-requisite semester. A bachelors or associate degree and specific college completion can add additional points to the Phase I point total.

- a. Bachelor's Degree (up to 2) points
- b. Associate's Degree (not medical related) with experience in the area of the degree (up to 2) points
- c. College experience without a degree (maximum of 1 point assigned for 1 year or more of full time college credits) excluding the Radiologic Technology prerequisite semester & excluding college credit received in completion of a or b.

Education: You must provide a copy of your received degree or certificate. If your education did not occur at MSU-Billing or MSU-Billings College of Technology, you must provide an **official** copy of your transcripts from the institution you attended.

Complete School Name	School address and phone number for verification	Dates attended and credit hours obtained	Degree/certificate received & date received	# of months worked (& hrs/week) using this education

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3. Medical Education and Experience Points will be awarded for completion of specific medical related education and experience. Certification or license with no experience, where experience is listed, will result in a 50 percent deduction in points awarded. **You must provide a copy of your certificate or license as well as the school and contact information where you received the certificate or licensure education. The applicant must provide supporting documentation or contact person and phone number for verification of work history using this education.** The following education will count toward Phase I total points.

- a. Paramedic with 12 months full time equivalent experience (up to 2) points
- b. Limited permit x-ray tech with 12 months full time equivalent experience (up to 2) points
- c. CNA with 12 months full time equivalent experience (up to 2) points
- d. EMT with 12 months full time equivalent experience (up to 1) point
- e. Other 1 year health care certificate with 12 mo. full time equivalent experience (up to 1) point
- f. Worked in an X-Ray department 12 months of full time equivalent or more (up to 2) points
- g. Performed volunteer work in a hospital or nursing home for 80 hours or more (up to 1) point

Medical Related Work Experience

<u>Name of institution and complete address</u>	<u>Contact person (supervisor) & current phone number for verification</u>	<u>Dates of employment Total number of hours worked or volunteered</u>	<u>Job Title and Job Responsibilities for this position</u>

4. Work Experience Please list the three previous jobs you have held not listed above. The applicant must provide supporting documentation or contact person and phone number for verification of employment.

<u>Company with address</u>	<u>Supervisor's name and current phone number</u>	<u>Dates you worked this job and hours per week worked</u>	<u>Job Title and Job Responsibility</u>

5. Letters of Recommendation A maximum one (1) points will be awarded to students who provide two letters of recommendation from individuals other than family members. **These letters of recommendation must be mailed by the author to the Radiologic Technology Program, College of Technology, 3803 Central Avenue, Billings, Montana 59102.** Points will be awarded based on content. It is recommended you ask three individuals for letters of recommendation in case one of the letters is not received by us.

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6. Personal Assessment Tool (MCIS) 2 Points Application to this program requires that you complete the Montana Career Information System (MCIS) career assessment tool. The MCIS can be completed at the MSU-B College of Technology, the MSU-Billings main campus library or from the web site on the internet. You must first call Lisa Wallace (COT- Monday and Tuesday (406) 247-3006 **or** MSU-B main campus- Wednesday, Thursday and Friday- (406) 657-1618) to receive instructions to take this career assessment and accompanying assignment. You will then need to write an essay and discuss the results of the essay with Lisa. If you do not live in Billings, you can take the MCIS online and discuss the essay with Lisa over the phone. If you complete the assessment and discuss the result with Lisa you will automatically receive the full 2 points regardless of the assessment results. The results of this assessment are for use in advising students that are not accepted into the clinical part of Radiologic Technology. The Radiologic Tech Application Process web page at <http://www.msubillings.edu/cotfaculty/radtech/> contains further information. You must complete your essay discussion with Lisa Wallace no later than 3:00 pm May 8, 2009.

7. Site Visit. You are required to attend and document a site visit to a radiology department and answer a list of site visit question as part of this application process. See “**Radiology Department Site Visit**” below for details. **(Up to 4 points)**

8. Essay. You must complete an essay written on the topic “**Why I want to be a radiologic technologist**”. The essay must be 1 to 2 pages, typed, double-spaced, 10 or 12-font size and no pictures. Grammar and neatness will be considered. **(Up to 4 pts).**

Phase II Personal Interviews At this time, personal interviews are planned for June 9, 10 and 11, 2009. Only the top scoring 24 individuals selected by the Phase I selection process will be invited for a personal interview. The personal interview portion of the selection process will involve answering a series of questions from the Radiologic Technology Selection Committee. All applicants will be asked the same questions with follow up questions likely. The decision of the Selection Committee is final. Only those students chosen by the committee will continue beyond the pre-requisite semester into the clinical courses in Radiologic Technology.

If you are selected for a personal interview, you will be notified by both e-mail and regular mail during the week following interviews. We will send notification using the current mailing address and current e-mail address that you provided on the first page of this application. After receiving notification, you are responsible to schedule a time for your interview with Jeanie Ullman at (406) 247-3077 between the hours of 8:00 am and 3:00 pm Monday through Friday. Any student who does not schedule an interview by June 5, 2009, will not be considered for the program; therefore, it is imperative that we have current telephone, address information and e-mail address. Should either your street address or e-mail address change you are responsible to notify us immediately. Notification of change of contact information must be sent to me, Kirtlye Schuman **and** Jeanie Ullman, jullman@msubillings.edu. Kirtlye Schuman can be contacted at (406) 247-3020 or kschuman@msubillings.edu and my contact information is listed below.

Radiology Department Site Visit (required) As part of this application, you are required to make a site visit to a hospital radiology department. Both St. Vincent Healthcare Radiology Department and Billings Clinic Diagnostic Imaging Department will schedule site visits and you can choose either hospital. As site visits cause extra work for the technologists, the hospitals have asked that you only visit one hospital and not both. The dates and contact information for the site visits, when available, will be posted on the Radiologic Technology site, <http://www.msubillings.edu/cotfaculty/radtech/>. The student is responsible for scheduling their site visit. Be sure to follow the dress code. If you are from out of town, you can visit a hospital radiology department in your area. The site visit should last four to eight hours and involve “job shadowing” a radiologic technologist. A site visit form is on the last page of this application. **The applicants must fill out the site visit form (last page of application), obtain the site visit radiologic technologist’s signature and submit the form with your application. Answers to the site visit questions must be completed and turned in on a separate sheet of paper with your application.**

If you have further questions concerning this application or the selection process, please contact Mick Ender, the program director via e-mail at mender@msubillings.edu or call (406) 247-3086. Further clarification of the application process and a time line for closing dates is available at the Radiologic Technology web site listed above. By March of this year the aforementioned web site will offer a PDF version of this application that can be filled out on-line and printed for submission.

Important: If you are selected for a personal interview, you will be notified by e-mail and regular mail. You are responsible for scheduling an interview by June 5, 2009 (see the second paragraph under Phase II Personal Interviews above).

Note: This application is subject to change.

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Radiologic Technology Site Visit

You must schedule an appointment for a visit with a hospital radiology department. Directions for visiting one of the Billings hospitals will be listed on the Radiologic Technology web site at <http://www.msubillings.edu/cotfaculty/radtech/> when those dates have been finalized. You must dress appropriately for the visit. No t-shirts, jeans or shorts can be worn. Attached is a site visit form for all applicants to fill out and submit with your application. If you have already visited a hospital radiology department within the last year, you need to have the technologist that supervised your visit sign this form. You must still answer the questions listed on this form. Confidentiality is a major issue in any medical environment and any patient information, such as the patient's history, condition, procedures performed or the results of those procedures, must be kept strictly confidential.

I understand the importance of patient confidentiality and by signing below I agree to keep all patient formation

confidential. Signature of applicant: _____ **Date:** _____

Applicant's Name _____ Student ID or SS# _____ Telephone _____

Site Visit Facility _____ Visit Date _____ Hours observed _____

Signature of technologist that supervised your visit. _____

1. What procedures or x-ray examinations were you able to observe? Give a brief description of each exam.
2. List the job responsibilities of the radiologic technologist that you observed.
3. How does the radiology department staff interact with each other?
4. What did you notice about the interactions between the radiologic technologist and the patient?
5. What part of the site visit did you find the most interesting and why?

Note: Answer these questions on a separate sheet of paper and submit the answers with your application.

Additional Radiology Related Courses The completion of the following courses will not add points to your point total for Phase I but will be taken into consideration in the interview process in Phase II. Starting with the May 2010 application, ¼ point will be award for completion of a college level physics and another ¼ point for a college level A&P II course.

- ____ Have you completed, and passed, a college course in Anatomy and Physiology II?
____ Have you completed, and pass, an introductory college level course in physics?
____ Did you complete, and pass, a physics course in high school?

Unofficial Phase I Point Total (for student use)

1. Prerequisite Grades (Up to 5 points) _____
 2. Education (Up to 2 points) _____
 3. Medical Ed. & Experience (Up to 2 pts) _____
 5. Letters of Recommendation (Up to 1 pt) _____
 6. MCIS Assessment (2 points) _____
 7. Site Visit Answers (Up to 4 points) _____
 8. Essay (Up to 4 points) _____
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