

Southwestern Oklahoma State University

Radiologic Technology Program

Application

and

Information

(revised 3/2021)

APPLICATION FOR ADMISSION TO RADIOLOGIC TECHNOLOGY PROGRAM:

****All information in this application is subject to change without any prior notice****

1. Students must meet eligibility requirements for admission and enrollment as determined by the sponsoring institution (university), including removal of all academic deficiencies, assessment testing, etc.
2. For the application process to be complete, students are required to submit the following information to the Allied Health Sciences office (SCI 206) by June 15 each year:
A completed application packet. These pages are: the main application page, a completed clinical site visit form, a confidentiality statement, a physical examination form and a nationwide background check from castlebranch.com. Information about the background check is on the next page.

Completion of the HESI entrance exam will be required as a part of the application process. Registration for the SWOSU HESI Testing begins in March and may be taken until the first Monday in June. Instructions for the purchase of the Elsevier HESI test can be viewed at the following link: [Instructions for the purchase of Elsevier HESI](#)

If taking on campus, you must pay the assessment center through [The Market Place](#) link (\$20 as of 2020) and set up a time with below contacts according to where you would like to have the exam administered. For distance testing see appropriate link below.

- On Campus testing: testing at the SWOSU Weatherford campus assessment center by appointment contact Jan, jan.kliewer@swosu.edu, Sharon, sharon.jenkins@swosu.edu or Kari, kari.rogers@swosu.edu at 580-774-7084 to schedule your exam.
 - Exams on Sayre campus are administered by contacting Cathy Baker at cathy.baker@swosu.edu, 580-928-5533 ext. 2131.
 - Distance testing: If you live further away, see distance testing information is here: [SWOSU Distance Testing Instructions](#)
 - Take the exam as soon as possible with a 65 considered the lowest possible score for application consideration, the HESI can be taken multiple times before the deadline and is on a 100-point scale. The HESI exam score, application scores and interview scores, and course grades are combined to make up the final applicant score. STUDY GUIDE AVAILABLE for HESI: [Evolve](#) and type in "Admission Assessment."
3. Effective beginning with 2020 applicants: Successful completion of an anatomy course (Human Anatomy, A&PI or equivalent and a medical terminology course will be required, with a grade of C or higher, prior to matriculation into the program.
 4. An official college transcript is required. SWOSU students should provide one official copy of their transcript with their completed application. Transfer students will need to provide two official copies of their transcript with their completed application.
 5. Every student must have two MMR shots and three Hepatitis B shots on file. The American College Association and Centers for Disease Control require these records to be on file. You must supply the program a copy of an official immunization record with your application. Additional vaccinations may be necessary if the student cannot prove previous vaccination for MMR (measles, mumps, and rubella) now known as MRR (mumps, rubella and rubeola). All immunizations must be complete before the first clinical rotation.
 6. Students are responsible for submission and receipt of all documentation (application, transcripts, CPT scores, ACT, etc.) Late documentation may NOT be accepted. Incomplete applications will not be processed, and usually result in removal from consideration of the student for that year.
 7. Students may schedule a meeting with a member of the program faculty to answer questions and review application material completion and content. This is not required, but faculty will schedule a meeting if an applicant desires to do so.
 8. Selected students will be required to appear for a personal interview before the program admissions interview committee. Students will be notified of the appropriate time/date/place. Students failing to appear for their scheduled interview will receive no score for their interview, which will remove them from consideration for that year's admissions. Interviews will be graded on a rubric and added to the application rubric for final scoring.

9. Completed application packages must be received no later than June 15th for consideration of the next scheduled class to begin in August. If there are insufficient qualified applicants by the deadline date, applications may be reviewed, considered and accepted by program faculty, later than the deadline date. Applicants will be notified as to their status. Incomplete applications will not be processed, and usually result in removal from consideration of the student for that year. A maximum of 30 students will be selected for appearance before the program admissions interview committee. Selection of those to be interviewed will be based upon cumulative point totals derived from submission of application materials, including GPA and HESI scores, assessment test scores, removal of remedial requirements and completion of general education requirements per the application rubric.
10. Any questions regarding the application procedure, submitted documents, etc. should be directed to program faculty or the Allied Health Sciences chair.
11. Students are required to have a minimum of 2.5 retention GPA to be considered for admission. Students with lower than 2.5 retention GPA will not be eligible for admission to the program.
12. All applicants will be required to submit a background check performed by Castlebranch.com at the beginning of each academic year. This is a nationwide background search based on the information you provide to Castlebranch.

Ordering instructions:

1. Go to www.castlebranch.com
2. Click on "Place Order".
3. In the package code box, enter the package code: SD93bg
4. Enter your payment information – Visa, MasterCard, or Money Order. Follow the online instructions to complete your order. The cost of this background check is \$37.00 each.

THE FOLLOWING IS GENERAL AND FINANCIAL INFORMATION RELEVANT TO STUDENTS AND APPLICANTS TO THE RADIOLOGIC TECHNOLOGY PROGRAM:

The program accepts a maximum of twenty (20) students for each fall class.

Enrollment in the program necessitates the purchase of textbooks. Professional Radiologic Technology Program textbooks are available in print and e-book. Books are available at the Alma Mater Merc (SWOSU bookstore) at a bundled price. Print or e-books may be purchased separately, but are not discounted as much as when the entire package is purchased as a bundle. Rental is available on most textbooks from outside sources; however, the current edition is required.

Students are required to attend clinical rotations for a minimum of three (3) semesters in recognized clinical settings. During these rotations, students are required to attend a scheduled 40-hour clinical week, (not to exceed 40 hours/week). NO stipend or financial compensation is provided. This is educational in nature only.

Students may be assigned to clinical sites geographically distant to their place of residence. Students are solely responsible for their own transportation and/or relocation to the area of their clinical assignment. Relocation is NOT required; however, students are expected to maintain their scheduled clinical rotations. The program does NOT guarantee assignment to any specific clinical site, and assignment will NOT be based upon student location and/or inability to provide transportation.

Students are required to maintain acceptable medical liability insurance of a minimum coverage amount, which is acquired and paid for by the university. Students are also advised that assignment to specific clinical sites may require maintenance of health insurance coverage, and some clinical sites may require various tests, at student cost, including but not limited to drug screens, immunizations, etc.

Students are required to provide their own uniforms for clinical rotations. The program's uniform policy is provided in the student policies manual and must be followed. Students are encouraged NOT to purchase uniform clothing prior to reviewing the prescribed policy with a member of the program faculty.

Nametags, provided by the university and having the student's name and identifying them as a SWOSU radiology student, will be worn at all times during clinical rotations

Students will purchase personalized radiographic image markers. The program will provide information regarding the purchase of these. Approximate cost is \$35.00 per set.

Radiation monitoring is required during all energized laboratory sessions and at all times during clinical rotations. The program provides radiation monitoring devices to students at no cost. Students are responsible for maintenance and replacement of any lost or damaged devices. Approximate cost is \$25.00

Cardiopulmonary resuscitation (CPR) training and certification is required prior to the first clinical assignment. Certification from an American Heart Association approved program in all aspects of CPR is required. Cost of certification is not provided by the university, and the course will be taught by SWOSU faculty. Approximate cost is \$30.00.

Approximate total tuition and fees for completion of this program is \$20895 (84 credit hours x \$248.75/hour). Students are urged to verify the hourly tuition rate, which is subject to change periodically. This amount includes general education courses, prerequisites, and professional courses. Additional fees may apply. Price per semester will vary depending on how many credit hours in which a student is enrolled.

An exam preparatory review seminar will be offered during the last summer of the program. Students are HIGHLY ENCOURAGED but not required to participate in the review seminar. The approximate cost is \$200.00

Successful completion of this program provides the graduate with the opportunity to attempt the certification examination administered by the A.R.R.T. (American Registry of Radiologic Technologists). Successful completion of the exam provides the graduate with a nationally recognized certification, and qualifies the graduate to work in the capacity of a radiographer at hospitals, clinics and other diagnostic imaging facilities. The current cost of the exam is \$200.00

Cost estimates for travel during clinical assignments will vary depending upon the location of clinical assignments and/or student residence. Calculations for approximate cost should consider 5-days/week/semester for two (2) 16-week semesters and one (1) 8-week summer semester. Program costs are subject to change without notice, and subject to occasional cost increases.

Clinical site locations include:

1. Elkview General Hospital, Hobart, OK
2. Grady Memorial Hospital, Chickasha, OK
3. Great Plains Regional Medical Center, Elk City, OK
4. Integris Baptist Medical Center, Oklahoma City, OK
5. Alliance Health Clinton, Clinton, OK
6. Integris Southwest Medical Center, Oklahoma City, OK
7. Jackson County Memorial Hospital, Altus, OK
8. McBride Orthopedic Clinic, Oklahoma City, OK
9. Alliance Health Midwest, Midwest City, OK
10. Ochiltree Hospital, Perryton, TX
11. OU Medical Center, Oklahoma City, OK
12. JCMH Orthopedic Clinic, Altus, OK
13. Gallagher Orthopedic Clinic, Altus, OK
14. Weatherford Regional Hospital, Weatherford, OK
15. Alliance Health Woodward, Woodward, OK

Of the three (3) required clinical rotations, each student must utilize a minimum of two (2) hospitals. No student may do all three rotations at the same facility. Placement of students at clinical affiliates remains solely the decision of the program.

The length of the program is 24 months. Previously completed radiography courses are not transferable. General education courses are transferable as long as they are from an accredited university. Accelerated completion of radiologic technology courses is not permitted. All transfer courses must be approved by the registrar.

This program and its students will adhere to the code of ethics and standards of professionalism established and maintained by the A.R.R.T. and affiliated organizations.

Financial aid (scholarships, loans, grants, etc.) is available. Students should contact the financial aid office for details.

Information regarding admission requirements, acceptance, and policies that apply to program students are subject to revision periodically and may be changed without any prior notice.

Because the amount of applicants generally exceeds the available positions in the class, potential students should be aware that application points will be awarded for college courses completed, when applying to the program. For this reason, applicants are encouraged to maximize their opportunity for selection by completing as many of the non-radiology courses (general education courses) as possible, prior to application.

Upon acceptance into the program and prior to the first clinical rotation, students will be required to provide proof of a tuberculosis screen in the form of a PPD test result. Students have the option to include this in their pre-application physical, or to complete this following acceptance. Students with no PPD test result on file with the program will not be permitted to begin clinical work. A PPD must be done within one year of beginning the first clinical rotation.

Please make copies of all application information before turning it in, in the event it is misplaced or lost.

For an application to be complete, all information/documentation must be submitted. This includes the last 4 pages of this application, nationwide background check, HESI scores, and your most recent OFFICIAL college transcripts with your GPA.

The application can be submitted to the Allied Health Sciences office at the Weatherford Campus located in SCI 206 or should be mailed to:

**Radiologic Technology Applications
Attn: Allied Health Sciences – SCI 206
100 Campus Drive
Weatherford, OK 73096**

**Radiologic Technology Program
Application Checksheet
(Applicant use only – do not turn in with application)**

- _____ 1. Application Form for the Radiologic Technology Program.
- _____ 2. Application for admission to SWOSU if not a current student.
- _____ 3. Current Immunization records may be submitted to program at application. Complete immunization records will be required after acceptance to the program for participation in clinicals.
- _____ 4. Background check by Castlebranch. (See #12 for link)
- _____ 5. HESI Exam. (See #2 for links)
- _____ 6. Documentation of 4 hours on Approved Clinical Visit Form.
- _____ 7. Essential Job Functions Signature Page.
- _____ 8. One copy of Official SWOSU transcript for current SWOSU students, or two official copies of each college attended if transfer student.

****Once accepted into the Radiologic Technology program, updated immunizations, background check and ten panel drug screen will REQUIRED every year at student cost****

All of the above requested information should be completed and all forms delivered or sent directly to:

**Radiologic Technology Program Applications
Attn: Allied Health Sciences – SCI 206
100 Campus Drive
Weatherford, OK 73096**

LAST SCHOOL ATTENDED: _____ DATE: _____

[illegible]

****Conviction of a felony may not prevent acceptance into the Program but may prevent eligibility for the Registry examination. If answered "yes", please consult a member of the program faculty.****

APPROVED CLINICAL VISIT - Required for application

All applicants for the Radiologic Technology Program are required to complete a visit to an approved radiology department prior to submission of application materials. Visit must be scheduled in advance, and requires that the applicant spend a minimum of four (4) total hours in the department. Time is to be spent observing examinations, touring department and/or hospital facilities, and discussing the field of radiography with technologists and department staff.

DATE_____

Hospital/Clinic_____

Address_____

Contact Person_____

This is to certify that _____, an applicant for admission to the Radiologic Technology Program has completed a visit to this department under the criteria specified. The applicant arrived at _____ and departed at _____. During the course of the visit, the applicant observed approximately _____ exams, which included:

(Signature of Contact Person)

(Registry and Registry #)

(Signature of Applicant)

AGREEMENT TO MAINTAIN CONFIDENTIALITY OF PATIENT PROTECTED HEALTH INFORMATION WHILE PREFORMING CLINICAL OBSERVATION FOR APPLICATION

Maintaining patient information in a confidential manner is important to the School of Radiologic Technology at Southwestern Oklahoma State University. As an applicant applying to the Radiologic Technology Program at Southwestern Oklahoma State University, it is imperative that you maintain the confidentiality of all patient information that you encounter while doing your clinical observation.

AGREEMENT

I understand that the information that I will be reviewing at an on-or off-campus facility (or facilities) will contain information of a confidential nature. By signing this document, I hereby agree to maintain strict confidence of the information observed/obtained and will not divulge such information to another in a manner which could or does breach the patient's right of confidentiality. **I understand that I may be withdrawn from the selection process for program acceptance should it be determined that I have failed to abide by this agreement.**

SIGNATURE

DATE

SWOSU
RADIOLOGIC TECHNOLOGY PROGRAM
Essential Job Functions

Because an Associate Degree in Radiologic Technology signifies that the holder is eligible to sit for the American Registry of Radiologic Technologists and signifies that the holder has completed the competency requirements of the Joint Review Commission on Education in Radiologic Technology and is prepared for entry into the profession of radiography, graduates must have the knowledge and skills to deliver services in clinical, private, or community settings. Therefore, the following abilities and expectations are expected of all students entering the program.

It is the student's responsibility to notify the Program Director if there is any reason why he/she cannot meet any of the expectations for Radiologic Technology students described below. If there are any expectations that the student cannot meet, he/she must inform the faculty of reasonable accommodations that will facilitate successful completion of the physical therapist assistant competencies and provide documentation to support the need for accommodation(s).

The following are abilities and expectations related to essential job functions for radiologic technologists as compiled from observations of a wide variety of job experiences. These essential job functions address radiologic target jobs and may vary depending on the type of facility where services are provided.

1. VISUAL ACUITY

- Read various meters, thermometers, and LED readouts on a variety of machines.
- Ensure radiologic equipment remains in working order.
- Operate radiologic equipment to produce images of the body for diagnostic purposes.
- Read department protocols for procedures, texts, manuals, and journals.
- Read and write client chart and miscellaneous information, synthesize quickly.
- Monitor the treatment area for architectural constraints and potential dangers.
- Observe the patient for nonverbal communications and response to treatment.

2. HEARING ACTIVITY

- Hear and retain pertinent information in order to relay instructions and report results.
- Hear and respond to client/significant other's verbal communication.
- Hear client call bells and machine alert signals.
- Hear and respond to verbal communication from physicians, health care personnel either in person or by telecommunications.

3. SPEAKING ABILITY

- Speaking clearly and loudly enough to be understood by a person in the treatment area, in the department, or on a phone/intercom.
- Possess the communication skills necessary to maintain good interpersonal relationships with a diverse population of clients and their significant others, peers, and other health care team members.

4. DIGITAL DEXTERITY

- Grasp and manipulate objects required to perform job functions.
- Operate radiologic equipment to produce images of the body for diagnostic purposes. Position radiologic equipment and adjust controls to set exposure time and distance according to specification of examination. Take x-rays following established radiologic requirements and regulations to ensure patient care and safety.
- Assist patients to dressing and x-ray rooms.
- Proficient ability to use a computer and electronic medical record.
- Manipulate dials to position radiologic equipment and adjust controls to set exposure time and distance according to specification of examination.
- Ability to apply universal precautions and use personal protective equipment for patients with potential contagious diseases.

5. PHYSICAL ABILITY

- Move and position clients as part of the treatment session.
- Maneuver various pieces of equipment and machines.
- Pull/push medical equipment of all sizes.
- Assist clients in confined spaces and allow for quick movement during client emergencies.
- Flexibility – Ability to adapt easily to changing conditions and work responsibilities.
- Serve as a back-up for clinical team members as needed by controlling patient flow, performing EKG tests, obtaining blood pressure measurements, documenting vital signs in the EMR and administering injectables.

- Set up treatment sessions using equipment.
- Transport patients safely using wheelchairs and assistive devices to x-ray room.
- Ability to perform CPR, first aid, and fire safety.
- Agility to move fast enough to ensure patient safety in all situations.
- Ability to prevent and/or break patient falls.
- Ability to operate radiologic equipment to produce images of the body for diagnostic purposes. Position radiologic equipment and adjust controls to set exposure time and distance according to specification of examination. Take x-rays following established radiologic requirements and regulations to ensure patient care and safety while in positions of stooping, kneeling, bending, and standing.

6. ADAPTIVE ABILITY

- Complete tasks or job functions within deadlines.
- Complete required tasks/functions under stressful situations with tact and respect.
- Perform tasks as delegated by the supervisor/manage with the ability to make immediate decisions regarding treatment based on the responses of the client.
- Interact appropriately with diverse populations and personalities.
- Adjust to a variable work schedule both in its hours and assignments.
- Tolerate performing certain job tasks which may include clients with conditions involving offensive odors or behaviors.
- Adapt to changing environments, display flexibility and function in the face of uncertainties inherent in the clinical problems of many patients/clients

SWOSU/
RADIOLOGIC TECHNOLOGY PROGRAM
Essential Job Functions

I have thoroughly read and understand the “Essential Job Functions” for the Radiologic Technology Program.

_____ I am able to meet the expectations listed without accommodations.

_____ Due to a disability, I am unable to meet one or more of the expectations listed without accommodation(s). I understand that I must inform the program director and meet with the faculty prior to enrollment to discuss reasonable accommodations that will facilitate successful completion of the Radiologic Technology Program. I will also provide the program director with documentation in support of my need for accommodation(s).

Signed _____

Date _____

Non discrimination policy:

Southwestern Oklahoma State University, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans With Disabilities Act and to the extent required by these and other federal laws and regulations, does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, genetic information, sexual orientation or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.