

## Admission Rubrics and Instructions

The Radiologic Technology Program is equipped to accept 30 students for the 2024- 2026 cohort. Applications are reviewed after the application due date has passed. Each application is scored based on the below points system. The 30 applicants that earn the highest scores are offered admission to the RAD Program. The Program also accepts alternates who can be offered a position into the Program should one of the originally accepted students decline the position offered to them. There is NO waiting list. Students not accepted into the program or alternates who do not fill a vacated position need to reapply at the next application period. Please see admission rubric on the Program website (<https://www.jeffco.edu/academics/programsdepartments/radiologic-technology/application-process>).

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**DO NOT SUBMIT THIS PACKET WITH APPLICATION- INFORMATION PURPOSES ONLY**

Criteria	Calculation	Number of Points
<b>GPA</b>	Applicant GPA/4.0 x 100	100
<b>Grade in BIO 210</b>	A= 100 points B= 75 points	100
<b>Grade in BIO 211</b>	A= 100 points B= 75 points	100
<b>HESI Admission Scores</b>	Total of 4 sub scores/ total possible points (400) x 100	100
<b>HESI Critical Thinking Score</b>	Total score/total points possible (1000)/x100	100
<b>Observation Scoring</b>	<ul style="list-style-type: none"> <li>● Did the applicant observe general diagnostic exams? Yes=10 points/ No=0 points</li> <li>● Did the applicant present himself/herself in a professional manner? Yes=10 points/ No=0 points</li> <li>● Did the applicant arrive on time? Yes=10 points/ No=0 points</li> <li>● Did the applicant demonstrate interest in patients and their exams? Yes=10 points/ No=0 points</li> <li>● Did the applicant show enthusiasm toward the profession? Yes=10 points/ No=0 points</li> <li>● Narrative: able to articulate duties of a radiologic technologist and describe exams observed.</li> </ul>	60
<b>Research Questions</b>	Required Submission. No score.	10
<b>Letter of Recommendation*</b>	Total points earned/ total possible points	50

\*rubric attached below

**Letter of Recommendation Scoring Rubric**

<b>Characteristic</b>	<b>Excellent (1 point)</b>	<b>Above Average (.5 points)</b>	<b>Average (0 points)</b>	<b>Below Average (-1 point)</b>	<b>Unknown (0 points)</b>
Punctuality/Reliability					
Appearance					
Shows Initiative					
Quality of Work					
Problem Solving/Resourcefulness					
Stress Management					
Maturity/Emotional Control					
Interpersonal Skills					
Communication Skills					
Integrity					

**TOTAL from Above Characteristic Chart:** \_\_\_\_\_/10

- Recommender Checks Box noting reservations with applicant **OR**
- Checks Box noting not to recommend the applicant for admission Deduct 3 points
- Recommender is a family member or friend Deduct 3 points
- Received late Deduct 2 points
- Incorrect format/letter used Deduct 2 points
- Missing a page/pages Deduct 1 point per page

**TOTAL Letter of Recommendation Points** \_\_\_\_\_

### Admission Checklist- Radiologic Technology Program

<input type="checkbox"/> Done	If new to Jefferson College, submit Jefferson College applications for admission form. This can be done in person or online : <a href="http://www.jeffco.edu">www.jeffco.edu</a> ( home>future students>apply) or follow this <a href="#">LINK</a> You will need your Jeffco V# for your application
<input type="checkbox"/> Done	Apply for <a href="#">financial aid</a> . The federal financial aid application (FAFSA) is also available <a href="#">online</a> . School code 002468. Students aged 20-24 may qualify for the Fast Track Workforce Incentive Grant- visit the Fast Track Grant page <a href="#">HERE</a> .
<input type="checkbox"/> Done	Complete the general education courses listed with grade specified (page 3)
<input type="checkbox"/> Done	2.75 GPA (overall) for all college level course work.
<input type="checkbox"/> Done	Complete the HESI A2 test by contacting the Testing Center at <a href="mailto:jhtc@jeffco.edu">jhtc@jeffco.edu</a> or 636-481-3147 to set up an appointment. There is a \$67.00 fee to take the test. The fee can be paid at the Testing Center by cash with the exact amount. The Testing Center will be unable to give change if you are paying by cash. Applicants can also pay by cash, check, or credit card at the Cashier's window in the Student Center. Please bring your receipt to the Testing Center. <b>Test scores will need uploaded with your application.</b> There is not a minimum required score.
<input type="checkbox"/> Done	Pay the \$50 Radiology Program Application Fee to the Cashier's Window- attached paid receipt to application
<input type="checkbox"/> Done	Complete Radiologic Technology Program Application
<input type="checkbox"/> Done	Submit signed and dated Jefferson College Radiologic Technology Code of Ethics form
<input type="checkbox"/> Done	Submit reference request form that included names and email of 1 reference
<input type="checkbox"/> Done	4 hours minimum Hospital Observation Submit Evaluation form and Hospital Observation narrative
<input type="checkbox"/> Done	Signed Release for Drug Testing Consent and Release/ Background Check Form
<input type="checkbox"/> Done	Copy unofficial transcript <b>and</b> a spring/summer schedule which shows proof of enrollment in pre-requisite (if applicable) and submit with the application packet.
<input type="checkbox"/> Done	Read and sign task inventory and essential qualifications form (essential qualifications found in application instructions and rubric packet found on the website)

**INSTRUCTIONS:** Carefully review all pages of application AND document titled "Admission Rubric". Complete each step of the admission checklist (page 2). Please ensure all steps have been completed prior to the deadline date. No applicant files will be reviewed until after the April deadline. Due to the large number of applicants, the program is unable to provide confirmation of completion of the application. Applications that are not complete will not be reviewed, please ensure all application material are completed prior to sending.

**Sending application:** Complete each page below, keep pages in order and in one document, then attach and send ONE email to [radiologyapplications@jeffco.edu](mailto:radiologyapplications@jeffco.edu). Applicants will be notified approx. 2 weeks after the deadline to complete the research questions and schedule a pre-Rad coaching session with program faculty member (in person or zoom) to go over the submitted application.

## Required Coursework

Students are strongly encouraged to contact Admissions & Student Records to ensure course transferability. Please be advised students enrolled in spring/summer courses will still need to meet grade level and GPA requirements prior to final enrollment into the Radiology Program.

**Prerequisite courses-** This section must be completed by the end of the summer semester prior to enrollment in the Radiology Program (summer, 2022).

- \_\_\_\_ BIO211 - Anatomy & Physiology I with Lab (with a B or higher)- within 5 years
- \_\_\_\_ BIO212 - Anatomy & Physiology II with Lab (with a B or higher)- within 5 years
- \_\_\_\_ ENG101 - English Composition I (with a C or higher)- within 10 years
- \_\_\_\_ MTH128 - Intermediate Algebra (with a C or higher)- within 10 years
- \_\_\_\_ Either CIS125 or EDU205 - Computer Literacy met by coursework or exam (with a C or higher)
- \_\_\_\_ COL100, COL101 or COL136- Intro. To College or Mastering the College Experience (with a C or higher). This course may not be required for students who have previously completed college credit.

**Co-Requisite Courses:** This section can either be completed prior to (within 10 years) or within the course of the program. The co-requisite courses must be completed prior to graduation from the RAD Program.

- \_\_\_\_ HST103, HST104 or PSC102 - US History I or US & MO Govt. and Constitutions (with a C or higher)
- \_\_\_\_ PHL203 - Medical Ethics (with a C or higher)
- \_\_\_\_ PSY101 or SOC101 - General Psychology or General Sociology (with a C or higher)

Students who are completing prerequisites or co-requisite courses at colleges other than Jefferson College must send an official transcript documenting completion of, or enrollment in, prerequisite/co-requisite coursework for those courses to be recognized as complete/in progress in the selection process.

At this time, the Radiography Program does not accept the transfer of radiology specific coursework from other programs into their curriculum. Credit may be eligible for elective credit as assigned by the college. Please see an Enrollment Services Specialist for more information regarding transfer of credit.

## Non-Discrimination Policy

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. Note: If accessibility services are needed, contact the Accessibility Resource Office, ASII Room 303, (636) 481-3158 or aro@jeffco.edu. (7 days advance notice required for sign language interpretation services).

In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College [student](#), [employee](#), or [applicant](#) who feels they have been discriminated against in employment, student programs, or student activities. For matters involving sexual harassment, please refer to the Jefferson College Title IX Sexual Harassment Procedure and Grievance Process for [students](#) and [employees](#).

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- The Americans with Disabilities Act Amendments Act (ADAAA) Coordinator for students is the Accessibility Resource Office Coordinator, Office — ASII Room 303, (636)481-3158.
- The College Coordinator of Title IX is Dr. Kimberly Harvey-Manus — Student Center 205, kharvey@jeffco.edu, (636)481-3200. The College Coordinator of Title IX is responsible for any alleged discrimination or harassment that relates to sex or gender, including, but not limited to sexual harassment, sexual discrimination and sexual misconduct complaints.
- Students with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAA as specified above may contact Dr. Kimberly Harvey-Manus — Student Center 205, kharvey@jeffco.edu, (636)481-3200.
- Employees, applicants, or other individuals with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAA as specified above may contact the Director of Human Resources, Office — Administration 133-E, (636)481-3157.

Reports may be made in person, verbally, by phone, in writing through mail or electronic mail, through the College's [Maxient reporting portal](#) (found in My Jeffco or at <https://www.jeffco.edu/non-discrimination-policy>), or any other manner that delivers the information to the appropriate Coordinator at any time.

## Students with Disabilities

Students with disabilities can utilize support services offered by the Accessibility Resource Office (ARO) by completing an application packet with the ARO. Students must provide current documentation of their disability from a qualified professional in a timely manner to receive accommodations as they are not retroactive to the beginning of the semester. An Assistive Technology Center is available for students who require adaptive technology and/or additional resources. **If accommodations for a disability are needed, please contact Linda Ladendecker-Corley, Accessibility Resource Office Coordinator, at (636) 481-3169/797-3000, ext. 3169. TTY users dial 711.**

## Upon acceptance to the program

Students will be responsible for paying \$150.00 for processing, background screening, drug testing and immunization tracking. \$50 is paid upon application to the program, the remainder will be paid upon admission. Fees are non-refundable and non-transferable.

Up-to-date immunizations (as listed in the Radiology Technology handbook) are required **after admission** to the program. Students must have proof, at minimum, of the following: (subject to change with clinical site affiliations)

- ✓ MMR and Varicella (chickenpox) - Titers required for documentation
- ✓ PPD (TB skin test or blood testing)
- ✓ Tetanus/Diphtheria/Pertussis (Td/Tdap) within last 10 years
- ✓ Hepatitis B Series
- ✓ Influenza vaccination for current year
- ✓ Polio series or titers

## **Ethical Behavior Eligibility Requirement**

**Felony / Misdemeanor Charges:** If you have any felony or misdemeanor charges, you are advised to contact the Radiology Director for more information prior to submitting your application. The Radiologic Technology Program's clinical sites may not allow students in their facilities if a felony conviction is found on their background check, regardless of ARRT ethics board results/investigation.

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 and clinical site rotation prior to entering the Radiologic Technology Program.

If you have concerns regarding your eligibility to sit for the ARRT examinations, please contact the ARRT at: The American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, MN 55120  
(651) 687-0048 [www.arrt.org](http://www.arrt.org)

## **Licensure Disclosure**

Upon successful completion of the Jefferson College Radiologic Technology Program, graduates are eligible to take the American Registry of Radiologic Technologists (ARRT) certification and registration exam in Radiography. Most states require that Radiologic Technologists graduate from a JRCERT accredited program and are credentialed through the ARRT. No other national registration and certification exams exists for Radiologic Technologists.

Some states have established requirements regarding state licensure, certification or recognition of the R.T. profession for the performance of medical imaging. Forty-three of the 50 states have regulations regarding radiography. Furthermore, some states do not require any licensure or standards to perform medical imaging exams (Missouri is currently a non-licensure state). For a complete list of state requirements please visit:  
<https://www.asrt.org/main/standards-and-regulations/legislation-regulations-and-advocacy/individual-state-licensure>

## **Accreditation**

The Jefferson College Radiologic Technology Program is an accredited program through the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the North Central Association of Colleges and Schools Higher Learning Commission (HLC) and is a recognized accredited program by the American Registry of Radiologic Technologists.

JRCERT accredited since 2014.

More information on accreditation can be found on the following websites:

JRCERT, [www.jrcert.org](http://www.jrcert.org) and ARRT, [www.ARRT.org](http://www.ARRT.org)

## Task Inventory

- Review and evaluate x-rays or computer-generated information to determine if images are satisfactory for diagnostic purposes.
- Operate radiologic imaging equipment to produce images of the body for diagnostic purposes.
- Position patient on examining table, set up, and adjust equipment to obtain optimum views of specific body areas as requested by physician.
- Use radiation safety measures and protection devices to comply with government regulations and to ensure safety of patients and staff.
- Position imaging equipment and adjust controls to set exposure time and distance, according to specification of examination.
- Explain procedures and observe patients to ensure safety and comfort during exam.
- Determine patients' x-ray needs by reading requisitions or instructions from physicians.
- Take thorough and accurate patient medical histories.
- Make exposures necessary for the requested procedures, rejecting and repeating work that does not meet established standards.
- Transport patients to or from exam rooms.
- Operate mobile x-ray equipment in operating room, emergency room, or at patient's bedside.
- Help in dressing or changing seriously ill, injured, or disabled patients.

## Essential Qualifications

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

(<https://www.onetonline.org/> )

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the radiologic technology program at Jefferson College. These are standards of admission.

The applicant should carefully review the essential qualifications 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 qualifications if accepted into the program.

These requirements are consistent with the employment requirements of our clinical education sites. Each person who completes a letter of recommendation form will also be evaluating the applicant's ability to meet the Essential Qualifications, and one or more concerns from the person completing the recommendation form may result in the student not being accepted to the program.

### Hearing

- Able to hear and understand patients and staff; assess and monitor patient sounds
- Communicate and interact with patients, staff and families from a variety of cultural backgrounds.
- Follow verbal instructions.
- Use a stethoscope to hear heart and breath sounds.
- Detect and discriminate between sounds of normal conversation.
- Able to hear verbal directions when person giving the direction is not facing the student or is wearing a surgical mask.
- Ability to hear sounds of a variety of equipment alarms and monitors. Hear faint body sounds (for example: blood pressure sounds).

## **Mobility**

- Possess sufficient functional strength and mobility to support and move patients.
- Be able to remain in a standing position for 90 minutes.
- Be able to move quickly from place to place to perform patient care.
- Support and transfer patients safely from bed/table to wheelchair, wheelchair to bed/table, and modify patient position on table or in bed.
- Move in and out of treatment areas.
- Respond to emergency situations in a timely manner.
- Reach equipment and parts of patient's body. Reach above shoulder height to manipulate equipment. Reach below waist level to manipulate equipment. Bend, stoop and squat.

## **Visual**

- Able to monitor and assess patient and equipment function; to provide safe and effective care.
- Read written instruction/orders.
- Read fine print, monitors, and gauges.
- Differentiate between subtle differences in shades of gray (i.e. radiographic densities such as metal density, water density, fat density, and air density).
- Chart (write) procedures and observations legibly in a permanent medical record, manually or electronically
- Ability to see and discriminate between a variety of equipment and visual alarms.
- 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 gait, appearance, posture, breathing, etc.).
- Use of depth perception.
- Use of peripheral vision.

## **Motor Skills** (fine and gross)

- 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.
- Be able to lift 50 pounds.
- Move, adjust and manipulate a variety of x-ray equipment (including the physical transportation of portable x-ray machines weighing up to 200 lbs.) in order to arrange and align the equipment with respect to the patient and image receptor according to established procedure and standards of speed and accuracy.
- Carry up to 20 lbs.
- Prepare equipment and materials for administration of contrast media and other fluids. Manipulate a syringe and needle to prepare medications and perform venipuncture.
- Prepare equipment to suction patients, and adjust gauges.
- Lift and transport oxygen cylinders; attach regulators; move in and out of treatment areas.
- Push/pull hospital beds; transport patients.
- Lift at least 25-100 pounds (in assisting in patient transfer) and move patients safely.
- Perform airway management and CPR.
- Squeeze with fingers.
- Enter data into a computer (usually done by typing).

## **Physical Endurance**

- Maintain physical tolerance (stand/walk) for an entire assigned shift (typically 8 or 10 hours).
- Able to tolerate leaded apparel for extended periods of time (Up to 90 minutes.).

## **Tactile**

- Able to assess patient's response to therapy tactilely.
- Distinguish textures, degrees of firmness, temperature differences, pulse rate, vibrations and strength.



**Smell**

- Detect and distinguish odors from client and environment.

**Communication**

- Able to communicate in English, orally and in writing, with patients and members of the health-care team using correct grammar, punctuation and spelling.
- Verbal communication must be clear and easily understood.
- Able to read and comprehend written material in English.
- Communicate verbally in an effective manner in order to explain and direct patients as it relates to their examinations and to physically place patients in proper positions for the examination according to established procedure and standards of speed and accuracy.

**Intellectual, Cognitive and Critical Thinking**

- Problem solve- able to measure, calculate, reason, analyze, synthesize, integrate and apply information.
- Use long-term and short-term memory.
- Identify cause-effect relationships.
- Plan/control activities for others.
- Sequence information.

**Behavioral and Social**

- Possess the emotional health required to use their intellectual abilities fully, such as exercising good judgment, promptly completing all responsibilities attendant to the diagnosis and care of patients, and developing mature, sensitive and effective relationships with patients and other healthcare workers.
- Candidates must be able to deal effectively with the stresses encountered in nearly 40 hours of class work per week in addition to family and life demands.
- Able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients.
- Have compassion, integrity, concern for others, interpersonal skills, interest and motivation.
- Monitor own emotions and able to keep emotional control.

**Ethical Standards**

- Demonstrate professional demeanor and behavior and must perform in an ethical manner in all dealings with peers, faculty, staff and patients.