

To complete the application process each student must complete the following (1-4).

**PLEASE NOTE: At this time students from New York State cannot apply to the Washburn University Program.*

1. Apply to Washburn University:

Submit a **"degree seeking"** application to Washburn University Admissions Office. BE SURE TO SELECT THE **"DEGREE SEEKING"** VERSION. This can be done on-line or by completing a paper application packet which may be requested by contacting the Admissions Office at 785.670.1030.

- Degree Seeking Application is found at www.washburn.edu/admissions
- Click on the "APPLY NOW" button.
- Click "First time user account creation" at the bottom of the page to access the Washburn University application form.
- The Radiation Therapy program is **NOT** part of the Washburn University 2 + 2 program, however if a prospective student plans to complete a Bachelor of Health Science Degree upon graduation from the Radiation Therapy Program, this option may be beneficial in terms of improved access to online courses.
- Apply for the semester you are intending to begin the program. (i.e. Fall 20__)
- Declare your Major by selecting "certificate" as the degree & "radiation therapy" as the major/ program.
- *Acceptance into Washburn University does not guarantee acceptance into the Radiation Therapy Program.*



Once your Washburn University application is processed you will be sent

- An **email** from Admissions acknowledging your application.
- An **Acknowledgment Letter** from the Admissions Director in approximately 5 business days from submitting your on-line application. The letter will have your Washburn Identification Number (WIN). Your WIN is used throughout your time at Washburn University. You will be asked to have your WIN in all communications to Admissions.
- An **email** containing your activation code for MyWashburn in approximately 5 business days from submitting your on-line application. Once you have the WIN number and activation code, you need to log into MyWashburn at <http://my.washburn.edu/> and click on the **Activate Account/Retrieve Account Information** link located beneath the login box. On the Secure Washburn University Account Activation Form, scroll to the bottom and enter your **Washburn Identification Number (WIN)** and the **Last 4 digits of Account Activation Code**. Then, click **Submit Request**. Continue through any survey questions that may appear on the following pages.

The screenshot shows the MyWashburn login interface. On the left, there is a 'Secure Access Login' box with fields for 'User Name' and 'Password', and buttons for 'Login' and 'Cancel'. Below this box are links for 'Forgot Password?' and 'First Time MyWashburn User?'. To the right, there is a 'Welcome!' message and a section titled 'Are you using Internet Explorer 8?' with instructions. On the far right, there is a 'Washburn Home Page' sidebar with links to 'Washburn Tech Home Page', 'Activate Account/Retrieve Account Information', 'MyWashburn Getting Started (PDF)', 'Read the Maintenance Times', and 'Future Students'.

The screenshot shows the 'Secure Washburn University/Washb.' account activation form. It includes a 'By providing the information below, you agree to abide by the following Acceptable Use of Computing Resources Policy Statement:' section. Below this, there are instructions for new students and returning users. A red box highlights the 'New students only' section, which states: 'Account activation codes are created to newly admitted students by the Admissions Office using the email address indicated on the application form. If you have misplaced your AAC email, you may request that the account activation code be emailed to you again by selecting the following link: Retrieve Your Account Activation Code.' At the bottom, there is a 'Submit Request' button and fields for 'Washburn WIN (Do not enter "M", just digits)' and 'Last 4 digits of Account Activation Code'.

☐ 2. Apply to the Radiation Therapy Program:

- **Radiation Therapy Program Application** Please print and complete in full. A minimum cumulative grade point average of 2.50 is required for application.
- **Letter of Intent** - Type a response to the questions.
- **Recommendation Forms** - If you graduated from a radiology program within the past 2 years, one letter must be submitted by your Radiography Program Director and one from a Radiography Program Clinical Coordinator or Clinical Instructor.
- If you graduated from your radiology program more than 2 years ago, and are currently working as a Radiologic Technologist with an RT(R) designation, one recommendation must be submitted by your direct supervisor. The second recommendation may be submitted by a physician or previous Radiology Program faculty.
- **Observation** - Complete a minimum of a four (4) hour observation in a Washburn affiliated radiation therapy center. Please call the Radiation Therapy Program Director (Becky Dodge 785.670.1440) or the Clinical Coordinator (Stacey Hus 785.670.1414) to facilitate the scheduling of your observation at a Washburn affiliated radiation therapy center. It is recommended that the observation be conducted at the student's preferred site to enhance the chance of placement if accepted into the program. Please view this experience as an interview in terms of communicating a sincere interest in the field, demonstrating initiative, exhibiting dependability, and displaying a willingness to be instructed.
 - **Observation Evaluation Form** - It is the prospective student's responsibility to give the attached "Observation Evaluation" form to a therapist or supervisor at the observation site who will complete the form and return it to the Radiation Therapy Program Director directly or return it to the student in a sealed and signed envelope to be submitted with the student's application.
- **Observation Summary** - Upon completion of the radiation therapy observation, prepare a written observation summary.
- **Essential Functions** - Read and sign the Radiation Therapy Essential Functions form.
- **Mail ALL Application Materials To:** (deadline is Feb. 1)
Washburn University
Radiation Therapy, BE 107
1700 SW College
Topeka, Kansas 66621

☐ 3. Submit two sets of **Official Academic Transcripts** from any educational institution where college credit was earned:

- Submit one set of all transcripts to **Admissions Office**.
 - Washburn University
Admissions Office
1700 SW College
Topeka, KS 66621
- Submit one set of all transcripts to the **Radiation Therapy Program Director**.
 - Washburn University
Radiation Therapy Program Director
1700 SW College
Topeka, KS 66621

****If currently enrolled in a Radiography Program***, send an official transcript from your Radiologic Technology program **which contains the most recent fall semester grades**. Once you have completed your Radiologic Technology program, send a **final official transcript** to Admissions and to the Radiation Therapy Program Director to complete your application files for the University and the Program.

****If you have more than 24 college credit hours*** a high school transcript is not required. *Less than 24 college credit hours will require an official copy of your high school transcript. If you are a graduate of a hospital-based radiographer program and do not have an official transcript, enclose a copy of your program grade record or ARRT / RT(R) Registry Exam Categories scores and your ARRT certificate with your application packet.*

Application Deadline:

Application to the program and all supporting materials must be post-marked by **February 1**. Partial applications will not be accepted. **DO NOT fax application materials to the Program Director. FAXED application materials will NOT be accepted.** It shall be the responsibility of the student to verify the receipt of all application materials. Students may contact the department secretary by email at gwyn.nelson@washburn.edu to confirm receipt of application materials.

Selection into the program is based on Academic Record (with a focus on radiologic technology coursework in addition to mathematics), Letter of Intent, Observation Summary, Observation Evaluation and Recommendation Forms.

Acceptance by the university and the radiation therapy program, as well as confirmation of clinical placement is required for a student beginning the program in the fall. A student may be accepted contingent on identifying an appropriate clinical placement; however, if a clinical site is not finalized by June 1st the student will not be able to begin the program in the fall.

Applicants will be notified in writing by U.S. mail of acceptance or non-acceptance. Letters will be sent by the Program Director at the end of March.

Upon acceptance to the program, proof of health insurance, CPR certification, ARRT registry, immunizations, TB testing, physical exam and background check will be required. If the student's designated clinical site has additional requirements, such as drug screen, immunity verification via titers, or orientation attendance, the student must meet the additional requirements which may be at an additional cost to the student. A summer information packet containing the appropriate forms and instructions will be emailed to each accepted student by May 15.

Additional Program Information

Scholarships (*Scholarship applications do not guarantee acceptance into the program.*)

You may download a School of Applied Studies (SAS) scholarship application by clicking on the [Scholarship Application](#) link at www.washburn.edu/sas/.

Students must declare a major to qualify for a SAS scholarship. You may have completed this as part of the original university application process; however, students should verify that a declaration is in place by logging into MyWashburn, selecting the Academic Success Tab, looking for the section or nugget titled "Academic Profile". If the academic profile does not identify the degree as Certificate and the Major/Program as Radiation Therapy please complete the following steps.

- Log in to MyWashburn at <https://my.washburn.edu/>
- Once logged in, choose the **"Academic Success"** tab
- Under the "academic advising" section, select **"Declare or Change Your Undergraduate Major"**.
- Enter your MyWashburn Username and Password
- Select the Degree: **Certificate**
- Select your Major/Program: **Radiation Therapy**
- Check the **"Is this information correct?"** box.
- **"Declare"** button
- After you have submitted your information, you will receive an email confirming your declaration, and within a week you should receive notification on the status of your declaration.

The American Society of Radiologic Technologists Education and Research Foundation scholarships are available. Visit http://www.asrtfoundation.org/Content/Scholarships_and_Awards/ for additional information.

Tuition

Students accepted into the Radiation Therapy Program will be required to pay the Radiation Therapy on-line tuition rate. Credit hours and fees are subject to change in accordance with University Policy. The most current rate of tuition is available at <http://www.washburn.edu/current-students/business-office/tuition-fees.html>. Students may be eligible for financial aid and student loans. Contact the **Financial Aid Department at (785) 670-1151** as soon as possible for assistance and deadline information.

Campus Trips

Students will be required to attend an on-campus orientation session in July prior to the program start date. This will be scheduled prior to the beginning of fall classes. More information regarding the orientation session will be included in the letter of acceptance mailing.

Textbooks

The cost of textbooks and materials for the entire program is approximately \$1,200.00. Costs are subject to the publisher/bookstore price increases. Textbooks for the entire year will be purchased prior to the Fall Semester. A book list and ordering instructions will be included in the program information emailed to students after acceptance to the program.

Dress Code

The Radiation Therapy Program does not require purchase of a uniform; however, a dress code policy is in place. The dress code policy is documented in the student manual. If the designated clinical site has a stricter dress code policy, the program will require the student to adhere to the site's policy. Some clinical sites will allow business casual clothes with a lab coat, others will allow scrubs.

Health Insurance

Students must have and maintain health insurance coverage throughout the program year. Proof of coverage will be requested by the Clinical Coordinator prior to the program start date and at points throughout the program year. The University offers coverage for the student, student and spouse or child, and family at a reasonable cost. Call 1.800.520.9909 or visit <http://www.sas-mn.com/> to obtain more information.

Physical Exam

A physical exam with documentation of immunizations is mandatory prior to the program start date. Failure to have a recent physical exam (**within three months of the Fall semester**) and submit proof of immunizations, can keep a student from beginning the program. The physical form and immunization requirements will be included in the program information emailed to students after acceptance to the program.

CPR

Students must have and maintain CPR certification throughout the program year. Proof of CPR certification will be requested by the Clinical Coordinator prior to the program start date.

Liability Insurance

The University carries liability insurance on the student during his/her clinical education attendance.

ARRT

Students must complete the radiologic technology certification exam and hold the professional ARRT designation of RTR prior to the program start date. Documentation will be requested by the Clinical Coordinator prior to the program start date.

Name Tags

The student is responsible for acquiring a Washburn University name tag. A format for the name tag will be included in the program information once accepted into the program.

Student Radiation Monitoring Device

The clinical education site will be responsible for providing a radiation monitoring device to each student. The clinical site is also responsible for reviewing and maintaining radiation exposure records. The clinical site shall discuss, with the student and University faculty, any exposure reading that exceeds the facility's established limits according to the facilities policy.

Transportation

Students will furnish their own transportation to and from educational facilities and to required program meetings.

Computer / Internet

All courses in the Radiation Therapy Program are online. Basic computer skills are mandatory. Each student is responsible for having access to a computer daily and having a reliable internet connection.

System Requirements for Online Education

<http://www.washburn.edu/a-z-index/its/online-education/system-requirements.html>

Recommended Hardware

<http://www.washburn.edu/campus-life/housing-dining/guidelines-and-requirements%20.html>

For technical assistance e-mail: support@washburn.edu or call (785) 670-3000.

Course Schedule**Fall Semester**

- AL 301 Clinical Radiation Therapy I - 4 cr. hrs.
- AL 302 Radiation Therapy Topics I - 3 cr. hrs.
- AL 303 Radiation Therapy Physics I - 3 cr. hrs.
- AL 304 Therapeutic Radiobiology - 3 cr. hrs.
- AL 307 Simulation & Treatment Procedures I - 3 cr. hrs.

Spring Semester

- AL 305 Radiation Therapy Physics II - 3 cr. hrs.
- AL 310 Radiation Therapy Topics II - 3 cr. hrs.
- AL 340 Clinical Radiation Therapy II - 4 cr. hrs.
- AL 370 Simulation & Treatment Procedures II - 4 cr. hrs.

Summer Semester

- AL 380 Clinical Radiation Therapy III - 3 cr. hrs.
- AL 381 Radiation Therapy Seminar - 2 cr. hrs.

35 Credit Hours Total

Frequently Asked Questions

WASHBURN UNIVERSITY ADMISSIONS QUESTIONS

When I am applying to the University, which University Admissions form do I need to complete?

Answer: Please complete the “Degree Seeking” application to the University. In the process of completing the application, declare the “Certificate in Radiation Therapy”.

I keep receiving emails from WU to register for fall classes, should I register and if so where do I get my PIN number?

Answer: All newly accepted students who will begin courses in the fall will register for courses while on campus during the mandatory orientation session. Please do not attempt to register for courses prior to orientation. In addition, books may be ordered/purchased while at orientation.

How do I speak with someone in the Admission's Office?

Answer: 1-785-670-1030

TRANSCRIPT QUESTIONS

Should I wait to submit my official transcripts until my Fall course grades are posted?

Answer: Yes, please wait to submit your transcripts until your Fall course grades are posted.

Once I complete my Radiologic Technology Program, do I need to send Washburn University Admission and the Program Director new transcripts?

Answer: Yes, you must send new transcripts to both the Washburn University Admissions office and the Program Directors office.

What should I do if my transcripts are being sent electronically?

Answer: Notify the Radiation Therapy office at 785.670.2176.

QUESTIONS ABOUT THE RADIATION THERAPY APPLICATION

Do I have to be a Registered Radiologic Technologist RT(R) or registry eligible in order to apply for this program?

Answer: Yes, all applicants must be a graduate of an accredited Radiologic Technology program and possess the professional designation of RT(R). A registry eligible student may also apply and be considered for admittance, however, completion of the accredited Radiologic Technology program and attainment of the professional designation of RT(R) must be obtained prior to the program start date.

Should I wait to send in my application when all components are completed or should I mail each part as it is completed?

Answer: The preference is to receive it all in one mailing. Once the program receives your completed Radiation Therapy Program Application form, a file is started.

Do you need my High School transcripts?

Answer: Only if you have not completed any previous college credits, meaning you went straight into a hospital based radiology program from high school. If you have completed 24 or more college credit hours, we do not need your high school transcripts.

Do you need my ACT score?

Answer: If you have completed 24 or more college credit hours, then your ACT scores are not needed. However, if you have completed less than 24 college credit hours then we will need your ACT scores.

What format should the Letter of Intent be in?

Answer: We accept the Letter of Intent in a typed letter format or a typed bulleted/numbered format.

If I complete two observations do I need to submit two Observation Summaries with my application?

Answer: No, one observation summary is sufficient. You may combine both experiences if you choose.

Do you accept applications after the February 1st deadline?

Answer: Each year there is a possible secondary deadline of April 1st, if all of the positions are not filled by the applicants from the first deadline of February 1st.

Does the program send out a letter letting me know if my application is complete?

Answer: No, since most applications arrive right around the post-marked deadline of February 1, the program does not have enough time to contact students to obtain missing documents. Students may contact the department secretary by email at gwyn.nelson@washburn.edu to confirm receipt of application materials. NO LATE SUBMISSIONS WILL BE PERMITTED, NO FAXES WILL BE ACCEPTED.

CLINICAL SITE QUESTIONS**Can new clinical sites be added as affiliates?**

Answer: Yes, if the site meets the requirements for affiliation which have to do with patient volumes, procedure variety, equipment, staffing, accreditation, and interest in training a student. If you have a site in mind, ***please contact the Radiation Therapy Program Director, Becky Dodge at (785) 670-1440*** and provide her with the site's name, phone number, email, and contact person such as a supervisor so that contact can be made and an information packet mailed out.

If I am accepted into the Radiation Therapy program, am I guaranteed a clinical site?

Answer: No. Acceptance is contingent on clinical placement availability. Decisions on clinical placement are made between Washburn's Radiation Therapy program and the clinical facility. If a clinical site is not secured, you will not be able to begin the program.

FINANCIAL QUESTIONS**How much are the tuition fees?**

Answer: Visit <http://www.washburn.edu/current-students/business-office/tuition-fees.html> to view current tuition rates.

Do I pay tuition fees by the semester?

Answer: Yes, you will be billed online through your My.Washburn account each individual semester.

How much will books and materials cost?

Answer: Costs for books and materials is approximately \$1,200 for the entire year. Please note that this does not include the cost of a personal computer and home internet service provider fees.

What is the deadline and procedure for applying for financial aid?

Answer: You can apply for financial aid to assist in the costs of the radiation therapy program. Please call the Financial Aid office for specific details and deadline dates at (785-670-1151) or visit the website at <http://www.washburn.edu/admissions/tuition-aid/dates-deadlines/index.html>.

Are there any other additional scholarships that I could apply for?

Answer: Yes, the Washburn School of Applied Studies (SAS) offers individual scholarships. You can print an application from the SAS website at <http://www.washburn.edu/sas/>; look for the "SAS Scholarship Application" link on the right side of the page. The deadline for SAS Scholarship applications is in early to mid-February. Check the scholarship application materials for the exact deadline. The ASRT also offers scholarships and college loan assistance for RT(T) students. Log on to http://www.asrtfoundation.org/Content/Scholarships_and_Awards/.

How do I speak with someone in the Financial Aid Office?

Answer: 1-785-670-1151

How do I speak with someone in the Business Office?

Answer: 1-785-670-1156

RADIATION THERAPY PROGRAM QUESTIONS**Is the on-campus mandatory orientation session really mandatory for all students?**

Answer: Yes

What are the online class hours?

Answer: 9:00 am – 2:30 pm Monday (Central Time)

What are the clinical hours?

Answer: 8:00 am – 4:00 pm Tuesday – Friday (Fall Semester / Spring Semester)

8:00 am – 4:00 pm Monday – Friday (Summer Semester)

FAQ of ACCEPTED STUDENTS REGARDING HEALTH AND BACKGROUND CHECK REQUIREMENTS**Does a background check that I had completed at my work or through my radiology program meet the Radiation Therapy Program's background check requirement?**

Answer: No, all students must complete a separate background check through Pre-Check. This is not required until acceptance and clinical placement is confirmed. The cost is approximately \$50. The background check analyzes the following:

- Convictions of laws regulating controlled substances;
- Convictions, at the felony level of crimes, as defined under Kansas Criminal Code (K.S.A. 21-3101 et seq.) and amendments thereto, which are crimes against persons, crimes against property, or sex offenses.
- Conviction of an offense requiring registry as a sex offender under the Kansas Offender Registry Act or any federal, military, or other state law requiring registry;
- Conviction, at the felony level of crimes, involving moral turpitude which include but are not limited to: perjury, bribery, embezzlement, theft, and misuse of public funds.
- Exception: Persons who have been convicted of a misdemeanor illegal drug offense may be permitted to participate in the clinical practicum if they have demonstrated, in the opinion of the program director, they have been sufficiently rehabilitated.

** Exception: Persons who have been convicted of a misdemeanor illegal drug offense may be permitted to participate in the clinical practicum if they have demonstrated, in the opinion of the program director, that they have been sufficiently rehabilitated.*

Can a PA or Nurse Practitioner complete my physical form?

Answer: Yes, a Physician, Physician Assistant or Nurse Practitioner may complete the health physical form. The physical form is not required until acceptance and clinical placement is confirmed.

I know I received the Hepatitis B vaccination series, but I cannot find my documentation, what should I do?

Answer: Have your healthcare provider draw a Hep B titer to demonstrate immunity. This step is not required until acceptance and clinical placement is confirmed.

My mom says that I had the chicken pox in 1989, is this sufficient?

Answer: No, dates of varicella vaccination OR results of a titer showing immunity is required.

My immunization records demonstrate DPT vaccinations in childhood; is this sufficient?

Answer: No, evidence of a pertussis vaccination within 10 years OR a signed declination is required.

Re-Application Process

A student that is not accepted into the program may choose to reapply for the next Academic Year. All students must follow and complete the steps identified below to be considered a candidate for the next academic year. The deadline for submission is **February 1**.

Step 1: Re-apply to Washburn University on-line as a Degree Seeking Student for fall 2013 (<http://www.washburn.edu/main/admissions/more-info/transfer.html>). You will need to notate that you have previously paid the \$20 university admissions fee, with this submission.

Step 2: Complete the 2013 radiation therapy application found at www.washburn.edu/radiation-therapy. This involves re-submitting an observation summary, observation evaluation, letter of intent, recommendation forms, etc.

Step 3: If you have taken specific steps to strengthen your application, include a summary describing your actions.

Step 4: Send official transcripts of coursework that has been completed since your original application to BOTH the Radiation Therapy program and the Admissions Office.

Washburn University
Radiation Therapy Program
1700 SW College
Topeka, KS 66621

Washburn University
Director Admissions Office
1700 SW College
Topeka, KS 66621



School of Applied Studies Department of Allied Health

Radiation Therapy Program FALL 2013 APPLICATION FORM

This form may be completed electronically which is the preference. Once all information has been inserted electronically, save the form, print the form, sign the form and include it with the other application materials.

First Name Middle Maiden Last Social Security Number

Present Address Legal Address (if different from present address)

City State Zip City State Zip

Day Telephone Number Evening Telephone Number

Send communications to: Present Address Legal Address

E-mail Address:

College(s) Attended: *Must list ALL institutions where college course work has been completed.

College Name City/State Hours Earned or Degree

College Name City/State Hours Earned or Degree

College Name City/State Hours Earned or Degree

College Name City/State Hours Earned or Degree

College Name City/State Hours Earned or Degree

Non-College Program(s) Attended:

Name City/State Study Area Graduation

Please list current certificates or licenses you possess (ARRT) & ID number:

Indicate the year you are applying for entry: Fall 20

Complete the following information regarding your potential clinical site. Listing your preferred clinical sites below does not guarantee clinical placement.

Preferred First Choice of Potential Clinical Facility	Street Address	City/State	Zip
Contact Person at Facility	Phone Number at Facility		

Preferred Second Choice of Potential Clinical Facility	Street Address	City/State	Zip
Contact Person at Facility	Phone Number at Facility		

Signature of Applicant Date

**Washburn University
School of Applied Studies
Department of Allied Health
Radiation Therapy Program**

LETTER OF INTENT :

The Letter of Intent is a scored element of the application review process. The review committee will assess both content and form. The document should be clear and concise; respond to all 10 questions, address motivation/qualifications/academic record, and demonstrate effective writing skills. Please note that we accept the Letter of Intent in a typed letter format or a typed bulleted/numbered format. Be sure to have another person proof-read the final product prior to submission.

1. Why do you want to enter the profession of Radiation Therapy?
2. What school, work, or personal experiences have you had that will help you succeed in a career as a radiation therapist?
3. Describe possible challenges of online education and describe the strategy you will employ to overcome such challenges.
4. Discuss previous and/or current volunteer experiences.
5. What have you enjoyed the most and the least about your current or previous job?
6. What have you enjoyed the most and the least about your education experiences?
7. Identify three (3) specific or unique attributes that will help you succeed in the field of radiation therapy.
8. Identify two (2) areas in which you could improve (weaknesses)?
9. Is there anything in your academic record which needs explaining, i.e. incomplete, withdrawals, and poor grades?
10. If applicable, present any additional information of which the Radiation Therapy Admission Committee should be aware.

**Washburn University
School of Applied Studies
Department of Allied Health
Radiation Therapy Program**

RECOMMENDATION FORM #1

APPLICANT: Under the Federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence in the long run are of greater use in the assessment of a student's qualifications, abilities, and promise.
I do____ do not____ waive my right to review the content of this form.

Applicant Signature:_____ Date _____

TO THE RECOMMENDER:

The person listed below is applying to the Washburn University Radiation Therapy Program. Please read and complete the following Recommendation form as honestly as possible and submit prior to **February 1**.

Student _____

How well do you know the candidate: ____Very well ____Fairly well ____Slightly

How long have you known the applicant? _____

In what capacity?_____

Please indicate your impression of this applicant with regard to each of the following factors by checking the appropriate rating.

FACTORS	LOW 1	2	MEDIUM 3	4	HIGH 5
Motivation: genuineness & depth of commitment.					
Maturity: personal development, ability to cope with life situations.					
Ability to Perform Under Adverse Conditions: Performance under pressure, response to conflict.					
Interpersonal Relations: Ability to get along with others, rapport, cooperation, team building, attitudes toward supervision.					
Critical Thinking: Ability to problem solve; correlate and process information.					
Reliability: Dependability, sense of responsibility, promptness, conscientiousness.					
Communication Skills: clarity of expression, articulate in both spoken & written form.					
Self-Confidence: Assuredness, capacity to achieve with awareness of own strengths and weaknesses					
Personal Appearance: Neat, tidy, orderly, clean.					
Quality of Work: Accuracy, consistency, timeliness					

Continue on Back

In the space provided, please discuss the characteristics of the applicant you feel will make him/her a competitive candidate for the Radiation Therapy Program.

Positive Attributes:

Areas of Improvement:

_____ I recommend this applicant with confidence.

_____ I recommend this applicant.

_____ I recommend this applicant with some reservations.

_____ I would not recommend this candidate for admission.

RECOMMENDER: Name _____ Date _____

Occupation _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Signature _____

RETURN TO: Candidate in sealed envelope with your signature across the flap, or mail to:

**Radiation Therapy Program Director
Allied Health Department
Washburn University
1700 SW College
Topeka KS 66621**

**Washburn University
School of Applied Studies
Department of Allied Health
Radiation Therapy Program**

RECOMMENDATION FORM #2

APPLICANT: Under the Federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence in the long run are of greater use in the assessment of a student's qualifications, abilities, and promise.
I do____ do not____ waive my right to review the content of this form.

Applicant Signature:_____ Date_____

TO THE RECOMMENDER:

The person listed below is applying to the Washburn University Radiation Therapy Program. Please read and complete the following Recommendation form as honestly as possible and submit prior to **February 1**.

Student _____

How well do you know the candidate: ____Very well ____Fairly well ____Slightly

How long have you known the applicant? _____

In what capacity?_____

Please indicate your impression of this applicant with regard to each of the following factors by checking the appropriate rating.

FACTORS	LOW 1	2	MEDIUM 3	4	HIGH 5
Motivation: genuineness & depth of commitment.					
Maturity: personal development, ability to cope with life situations.					
Ability to Perform Under Adverse Conditions: Performance under pressure, response to conflict.					
Interpersonal Relations: Ability to get along with others, rapport, cooperation; team building, attitudes toward supervision.					
Critical Thinking: Ability to problem solve; correlate and process information.					
Reliability: Dependability, sense of responsibility, promptness, conscientiousness.					
Communication Skills: clarity of expression, articulate in both spoken & written form.					
Self-Confidence: Assuredness, capacity to achieve with awareness of own strengths and weaknesses					
Personal Appearance: Neat, tidy, orderly, clean.					
Quality of Work: Accuracy, consistency, timeliness					

Continue on Back

In the space provided, please discuss the characteristics of the applicant you feel will make him/her a competitive candidate for the Radiation Therapy Program.

Positive Attributes:

Areas of Improvement:

_____ I recommend this applicant with confidence.

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_____ I recommend this applicant with some reservations.

_____ I would not recommend this candidate for admission.

RECOMMENDER: Name _____ Date _____

Occupation _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Signature _____

RETURN TO: Candidate in sealed envelope with your signature across the flap, or mail to:

**Radiation Therapy Program Director
Allied Health Department
Washburn University
1700 SW College
Topeka KS 66621**

**Washburn University
School of Applied Studies
Department of Allied Health
Radiation Therapy Program**

OBSERVATION SUMMARY

A requirement of the admissions process is a **minimum** four (4) hour morning observation. Contact the Radiation Therapy Program Director or Clinical Coordinator by phone or e-mail to make arrangements for the observation.

It is ideal to complete the observation experience at your preferred clinical education site. During this time, you will be observing various treatment and simulation procedures. Strict confidentiality regarding each patient must be maintained. Your appearance should be professional. It is suggested that blouse/shirt, slacks and white lab-coat be worn. Blue jeans and shorts are not allowed. Questions about appropriate attire may be directed to the observation site.

Upon completion of the observation, complete a typed summary for submission with your application. The Observation Summary is a scored element of the application review process. The review committee will assess both content and form. The document should be clear and concise; respond to all 12 questions, exhibit knowledge about the field and role of a radiation therapist, and demonstrate effective writing skills. Be sure to have another person proof-read the final product prior to submission.

The summary should include:

1. Your name.
2. Facility at which the observation occurred.
3. Name, phone number and email address of facility contact.
4. The length of observation.
5. Treatments, simulations and other procedures observed.
6. Types of patients (diagnosis, male/female, adult/pediatric, inpatient/outpatient etc).
7. Discuss 5 duties which therapists perform on a daily basis.
8. Explain how the therapy team ensures accurate delivery of radiation.
9. Discuss the role of advanced technology in the field of radiation therapy; how is the field different compared to 15 years ago.
10. Explain how radiation safety is maintained for patients and the therapists.
11. After observing the duties and work environment of a radiation therapist, do you feel you have the physical capabilities to perform these tasks on a routine basis?
12. Explain your personal reaction to the observation experience.

WASHBURN UNIVERSITY
SCHOOL OF APPLIED STUDIES
RADIATION THERAPY PROGRAM

Observation Evaluation Form

Prospective radiation therapy students are required to spend a minimum of four (4) hours in a clinical setting observing the functions of the Radiation Therapy department. The supervising therapist during the observation should complete this form at the conclusion of the observation.

The feedback provided on this form is **extremely** important to the application review committee. Please provide direct feedback that truly reflects the student's performance during the observation experience. Once completed, the RT(T) should either mail the form directly to the Radiation Therapy Program Director (address listed at the bottom of the page) or this form may be sealed in an envelope with the RT(T)'s signature across the flap and given back to the student to submit with the other application forms.

Student Name (Please Print): _____

Name of Oncology Center (Please Print): _____

Date of Observation: _____ Total Hours of Observation (Please Print): _____

Based on your observation of and communication with the prospective student, please rate the following:

INITIATIVE	LOW					HIGH				
1. Took the initiative to observe all treatments & related activities possible.	1	2	3	4	5					
PROFESSIONALISM										
1. Was polite and courteous in interactions with others.	1	2	3	4	5					
2. Maintained appropriate decorum in the presence of patients.	1	2	3	4	5					
COMMUNICATION										
1. Articulated questions or comments in a manner that was easily understood.	1	2	3	4	5					
2. Asked questions appropriate to the profession.	1	2	3	4	5					
APPEARANCE										
1. Dressed appropriately for the work environment.	1	2	3	4	5					
2. Displayed suitable hygiene.	1	2	3	4	5					

Comments:

Name of RT(T) completing form. _____
Please Print

Signature of RT(T) completing form. _____

Email of RT(T) completing form. _____
Please Print

RETURN TO: Candidate in sealed envelope with your signature across the flap, or mail to:
Washburn University, Allied Health Department, Radiation Therapy, BE 107 / 1700 SW College, Topeka, KS 66621
If you have any questions or concerns please contact Becky Dodge, 785.670.1440 or becky.dodge@washburn.edu.

**Washburn University
School of Applied Studies
Department of Allied Health
Radiation Therapy Program**

ESSENTIAL FUNCTIONS

Please read the following statements identifying the Essential Functions and answer the question at the end of the form.

The radiation therapist must have sufficient strength and motor coordination required for the performance of the essential functions of a work day:

Mental/Concentration Demands: Candidates must be able to	
1.	Concentrate for extended periods of time.
2.	Focus on a task for an extended period of time.
3.	Learn and retain new information.
4.	Apply theoretical concepts underlying the clinical practice of radiation oncology.

Manual Dexterity/Fine Motor: Candidates must be able to	
1.	Perform manipulative skills such as positioning patients and equipment.
2.	Program and operate equipment by setting control panel, using a keyboard, manipulating dials, button, knobs, switches, and levers.
3.	Input data into the paper and/or electronic treatment record.
4.	Detect changes in environmental odor, temperature, and color.

Physical Demands: Candidates must be able to frequently.....	
1.	Stand, walk, crouch, stoop, bend, balance, twist at neck and waist, and reach/grasp above shoulders, in front of body, to sides of body, and below knees.
2.	Push and pull objects in excess of forty (40) pounds routinely. Includes, but not limited to film holder, patient support assembly, accessory equipment, wheelchairs and stretchers.
3.	Lift 10-40 pounds unassisted to approximately six (6) feet from the floor and to a height of six (6) feet. Objects lifted include but are not limited to blocks, patients, film cassettes, patient films/charts, electron cones, accessory devices, and positioning aids.
4.	Be independently mobile within a building and between buildings.
5.	Show sufficient balance to protect and assist patient(s).
6.	Push wheel chairs and stretcher from waiting areas to treatment, simulation, and nursing rooms
7.	Transport, reposition, move, and assist in moving a dependent patient from a stretcher or wheelchair onto a table.
8.	Demonstrate strength, agility, and flexibility to manipulate and position a patient.
9.	Have endurance and attention to actively engage in 8 hours of patient treatment each day, 5 days a week.
10.	Demonstrate fine motor coordination/dexterity to be able to grasp, handle, hold, cut, push, pull, and feel.
11.	Work in confined spaces such as assisting patients in a bathroom or working in an office with several people.
12.	Have full use of hands, wrists, shoulders, and work standing on feet 80% of the time.
13.	Perform CPR.
14.	Apply personal protective equipment.

Visual & Hearing: Candidates must be able to	
1.	Assess the patient's condition by asking questions, listening to responses, observing condition and behavior.
2.	Read typewritten, handwritten, and computer information.
3.	Visually evaluation simulation and portal images.
4.	Visually monitor patient via TV camera/monitor.
5.	Distinguish colors and opacity.
6.	Depth perception in judging distances and spatial relationships.
7.	Distinguish sounds and voices over background noise.
8.	Hear patient communications over auditory monitoring system.
9.	Hear patient and coworker in a darkened treatment/simulation room.

Communication Skills: Candidate must be able to.....	
1.	Audibly communicate with clarity in person to exchange accurate information on a one-to-one basis, in a small group, large classroom setting, or large group.
2.	Communicate effectively in written and spoken English.
3.	Detect, interpret, and appropriately respond to verbal and non-verbal communication, acoustically generated signals (call bells, monitors, phones, alarms)
4.	Use therapeutic communication: attending, clarifying, coaching, and facilitating, and using and responding to nonverbal communication.
5.	Communicate effectively, efficiently and appropriately with peers, faculty, supervisors, other professionals, patients, and their significant others.
6.	Demonstrate sufficient observational skills to collect data on patient performance, and assure patient safety during treatment activities.
7.	Gather, analyze and correctly interpret information.

Personal Traits: Candidates must be able to frequently.....	
1.	Work within clinical environments, which involve exposure to persons with physical & mental disabilities; and to pain, grief, death, stress, communicable diseases, blood and body fluids, toxic substances, noxious odors and irritating particles.
2.	Work with a diverse patient population including persons of various ages, ethnic, racial, religious, alternative lifestyle, and socioeconomic backgrounds without prejudice or repulsion.
3.	Conduct oneself in accordance with professional ethics.
4.	Exhibit teamwork skills and a spirit of cooperation and respect for peers, faculty, supervisors and other professionals, patients and their significant others.
5.	Work around others and alone.
6.	Modify behavior/performance in the classroom or the clinic after feedback from the instructor or clinical supervisor.
7.	Show problem-solving ability sufficient to organize and complete multiple tasks accurately and within assigned periods.
8.	Independently initiate routine job tasks.
9.	Respond independently, effectively and quickly to an emergency.
10.	Demonstrate competency in clinical judgment and safety precautions.
11.	Maintain poise and flexibility in stressful or changing conditions.
12.	Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions.
13.	Interpret instructions furnished in oral, written, diagrammatic or schedule form.
14.	Carry out detailed, simple to complex written or oral instructions.
15.	Comprehend medical records, documents, evaluations, manuals, journals, instructions in use and maintenance of equipment, safety rules, and procedures.
16.	Interact compassionately and effectively with the sick or injured.
17.	Function safely, effectively and calmly in stressful situations.
18.	Prioritize multiple tasks.
19.	Maintain personal hygiene consistent with tasks.
20.	Display ethical/conduct standards consistent with standards of the profession.

Exposures: Once accepted into the program, candidates may be exposed to....	
1.	Blood, body fluids, and infectious disease..
2.	Potentially hazardous ionizing radiation and radioactive materials.
3.	Electrical hazards.
4.	Moderate noise from mechanical equipment.
5.	Other hazardous materials, toxic substances, and irritating particles.

Are you able to perform all of the Essential Functions identified above with or without reasonable accommodations?
Yes _____ No _____

Applicant Name: (please print) _____

Applicant Signature _____ Date _____