* Applicants must be a high school graduate, or equivalent, with a knowledge base in science and mathematics. It is recommended that biology, physics and communication courses be taken at either the high school or college level, as part of the educational preparation. Applicants must have completed a minimum of 12 college credit hours applicable to the Associate Degree prior to the stated application deadline. A minimum cumulative grade point average of 2.80 at the college level is required for application.

* **Deadline for completed application submission is February 1st.**

To be considered for acceptance into the Radiologic Technology/Radiographer Program at Washburn University, the following criteria must be completed:

1. If applying as an international student, see the following website: [http://www.washburn.edu/academics/international-programs/international-students/index.html](http://www.washburn.edu/academics/international-programs/international-students/index.html)

2. Radiographer Program Application (enclosed). **Submit this document first.**

   Application and acceptance to Washburn University does not constitute application and acceptance to the Radiographer Program.

3. Letter of Intent, a written interview following stated guidelines (enclosed).

4. **Academic transcripts must be submitted directly to the Radiographer Program.** Transcripts of all coursework completed prior to February 1st must be submitted as part of the application. Submit all transcripts to: Radiographer Program, Benton Hall, Room 107, Washburn University, 1700 SW College Avenue, Topeka, KS 66621.
   - Unofficial transcripts will satisfy this requirement.
   - If you are currently enrolled at Washburn, go to my.washburn.edu to print your unofficial transcript and submit.
   - If enrolled at another college, you may go to the appropriate website to print your unofficial transcript for submission.
   - If neither of the above situations applies, contact the Registrar’s Office at the applicable college or university for an official transcript to be sent directly to the Radiographer Program.
   - If you have completed less than 24 credit hours of college at the time of application, submit both a high school transcript and college transcript to the Radiographer Program.

5. A college-level Anatomy course (minimum 3 credits) with a grade of “C” or better must be completed prior to entering the program. It is permissible to apply to the program prior to completion of this course. If accepted, anatomy must be completed prior to fall entry. Physiology may be completed prior to or during the program. A five (5) credit hour combined anatomy/physiology course is acceptable as fulfilling the anatomy and physiology requirement or separate courses in anatomy and physiology are also suitable.

6. Two recommendations (forms enclosed). These forms should be completed by current or past instructors and/or current or past employers. **Do not submit a recommendation from family or friends.** It is your responsibility to follow-up regarding arrival of these documents.

7. Complete a four (4) hour morning diagnostic radiology shadow. See Observation/Shadow Summary for more information. Contact a health facility directly for scheduling (See Observation/Shadow Summary form enclosed). **Schedule the shadow experience early; do not wait as each radiology facility can accommodate only a limited number of observers.** Upon completion of the shadow, give the Observation/Shadow Interview form to the technologist in charge. Following this experience, the professionals you interact with will complete the Shadowing Interview (enclosed) and submit directly to the Radiographer program.

8. Upon completion of the radiology observation/shadow, prepare a written summary following the stated guidelines (enclosed).
9. **If you have previously applied for admission to the Radiographer Program**, all of the following documents must be resubmitted following the 2016 application criteria:
   - Radiographer Program Application
   - Letter of Intent
   - Academic Transcript(s)
   - Two Recommendation Letters
   - Radiology Observation/Shadow
   - Observation/Shadow Summary
   - Observation/Shadow Interview

10. After evaluation of the written application, approximately 35 individuals will be offered an **on-campus interview**. Interviews will only be held on Thursday, March 2\textsuperscript{nd} and Friday, March 3\textsuperscript{rd} and will last 15-20 minutes. Selection of accepted students will come from the interview group.

11. **Primary deadline: Completed Radiographer Program application documents must be on file by February 1\textsuperscript{st}.**
    Faxed application documents cannot be accepted. Contact radiology faculty concerning late applications.
    Selection to the program is based on Academic Record (grade point average and college level courses completed), Letter of Intent, Observation/Shadow completion and Summary, clinical site Observation/Shadow Interview, work and/or volunteer experience, and Recommendation Letters. All written application documents are evaluated and scored by the Radiographer Admission Committee. Approximately 24 individuals are offered student positions.
    - Individuals applying for scholarships and financial aid should note the priority deadline of February 15\textsuperscript{th} for completed applications. Applications are available through the Financial Aid Office in Morgan Hall. School of Applied Studies scholarship applications are available on the website at [www.washburn.edu/sas/](http://www.washburn.edu/sas/).
    - Upon graduation from the program, one is eligible to apply for the certification examination through the American Registry of Radiologic Technologists (ARRT). See "Eligibility for Certification."

SEND ALL APPLICATION MATERIALS DIRECTLY TO THE RADIOGRAPHER PROGRAM. THE PROGRAM WILL FORWARD OFFICIAL TRANSCRIPTS TO THE ADMISSIONS OFFICE. Application documents may be hand-delivered or mailed to the address below:

Radiographer Program  
Allied Health Department  
Benton Hall, Room 107  
Washburn University  
1700 SW College  
Topeka KS 66621

E-mail marie.valdivia@washburn.edu

For further information:  
Jera Roberts, RT(R)(M), EdS  
Radiographer Program  
Washburn University  
1700 SW College  
Topeka, KS 66621  
785-670-2173  
jera.roberts@washburn.edu

Hillary A. Lolley, RT(R), MBA  
Radiographer Program  
Washburn University  
1700 SW College  
Topeka, KS 66621  
785-670-1535  
hillary.lolley@washburn.edu
The Radiologic Technology (Radiographer) Program is focused on development of qualified medical imaging technologists who provide optimum patient care through competency and professional conduct.

**PROGRAM GOALS**

1. Students and graduates will demonstrate clinical competence.
   - Outcome 1: Students will apply positioning skills.
   - Outcome 2: Students will validate proper patient care.

2. Students will utilize critical thinking and problem-solving skills.
   - Outcome 1: Students will be able to adapt positioning for trauma patients.
   - Outcome 2: Students will perform non-routine exams.

3. Students will evaluate the significance of professional growth and development.
   - Outcome 1: Students will display knowledge of identified professional organizations.
   - Outcome 2: Students will recognize the importance of professional behavior.

4. Students will be able to communicate effectively.
   - Outcome 1: Students will demonstrate written communication skills.
   - Outcome 2: Students will demonstrate oral communication skills.

**ELIGIBILITY FOR CERTIFICATION**

**General Qualifications:**
Candidates must comply with the "Rules of Ethics" contained in the **ARRT Standards of Ethics**. The Rules of Ethics are standards of minimally acceptable professional conduct for all Registered Technologists and candidates. The Rules of Ethics are intended to promote the protection, safety and comfort of patients. Registered Technologists and candidates engaging in any of the conduct or activities noted in the Rules of Ethics, or who permit the occurrence of such conduct or activities, have violated the Rules of Ethics and are subject to sanctions. 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. Offenses that occurred while a juvenile and that are processed through the juvenile court system are not required to be reported to ARRT. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered, or the sentence is suspended or stayed; or a criminal proceeding where the individual enters a plea of guilty or nolo contendere (no contest). All potential violations must be investigated by the ARRT in order to determine eligibility. Registered technologists and candidates who violate the Rules of Ethics must provide the ARRT with a written explanation, including court documentation of the charges, with the application for examination. The court documentation must verify the nature of the conviction, the nature of the sentence imposed by the courts, and the current status of the sentence. If an applicant is convicted between the time of application and the exam administration date, it is the applicant's responsibility to inform the ARRT immediately and begin the review process.

Individuals who have violated the Rules of Ethics may request a pre-application review of the violation in order to obtain a ruling of the impact on their eligibility to apply for ARRT examination. The individual may submit a pre-application form at any time either before or after entry into an approved educational program, but not within 6 months of graduation. This review may enable the individual to avoid delays in processing the application for examination that is made at the time of graduation. The pre-application must be requested directly from the ARRT. Submission of a pre-application request form does not waive the application of examination, the examination fee, or any of the other application procedures.

Ethics pre-application information and forms may be found at: [https://www.arrt.org/Educators-Students](https://www.arrt.org/Educators-Students)
FALL 2017 APPLICATION
RADIOGRAPHER PROGRAM
WASHBURN UNIVERSITY

First Name  Middle  Maiden  Last  Washburn WIN or SS number

Present Address

City  State  Zip

Legal Address

City  State  Zip

Contact Telephone Number  E-mail Address

Communications should be sent to:  Present Address  Legal Address

College(s): List any college or universities at which you are enrolled in or have completed coursework.

College Name  City/State  Hours Earned or Degree

College Name  City/State  Hours Earned or Degree

College Name  City/State  Hours Earned or Degree

High School and Non-College Program(s) Attended such as Vocational-Technical, CNA, etc.

Name  City/State  Study Area  Graduation

Are you a U.S. Citizen?  Yes  No  Are you applying as an International Student?  Yes  No

Indicate the year you are applying for entry:  Fall  Did you apply last year?  Yes  No

Indicate your preference in regards to clinical placement (patient experience) in order from 1 (first) to 9 (last): (For more information, see “Frequently Asked Questions” located at http://www.washburn.edu/academics/college-schools/applied-studies/departments/allied-health/radiologic-technology/frequently-asked-questions.html

Atchison, KS  Lawrence, KS  Seneca, KS  Burlington, KS  Leavenworth, KS  Topeka & Holton, KS
Junction City, KS  Manhattan, KS  Truman Medical Ctr, MO

Signature of Applicant  Date

Mail to:
Washburn University
Allied Health, Radiographer Program
Benton Hall, Room 107
1700 SW College Avenue
Topeka, KS 66621
Health care professionals must possess good written communication skills. The Letter of Intent is evaluated for content and grammar.

**PART I:**
Please respond to the following questions, in terms of the Radiographer Program. List your typed responses as 1, 2, etc. on a separate page. *Please limit the letter of intent to 2 pages or less.*

1. Through your research on the field of radiology, differentiate between a radiographer and a radiologist.

2. Describe a situation where your communication skills made a difference.

3. Why are you applying for this program?

4. Describe “active listening” and relate a time when your active listening skills really paid off for you.

5. What, in your view, makes a person likeable?

6. There is more than one way to solve a problem. Give an example from your recent work, volunteer or educational experience that would illustrate this.

7. Tell about a specific time when you had to handle a tough problem which challenged fairness or ethical issues.

8. Convey a situation when your supervisor criticized your work. How did you respond?

**PART II:**
1. Submit a separate resume that includes education, work and volunteer experience. Only include your last 3 years of volunteer experience.

2. Please list college course enrollment for spring and summer semesters, if appropriate.

3. Present any additional information which you feel the Radiographer Admission Committee should be aware of regarding academics and/or character traits.
**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 not waive my right to review the content of this form.

Applicant Name (Please Print): _______________________________________________________________________

Applicant Signature: _____________________________________________________________________________

**TO THE RECOMMENDER:**

The person listed above is applying to the Washburn University Radiographer Program. Personal recommendations are a very important part of the application. Each recommendation is reviewed carefully by members of the Selection Committee. We are eager to select those individuals whose accomplishments, personal attributes, and abilities indicate that they have the greatest potential for success. Therefore, we ask you to provide a thoughtful and sincere appraisal of this applicant. If you do not know the applicant well enough to complete this form in its entirety, please notify him/her and return the form. Please read and complete the following recommendation form and submit prior to February 1. (A delay in returning this form or not fully completing the form may adversely affect the applicant's acceptance into the program.)

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 listed factors by checking the appropriate rating.

<table>
<thead>
<tr>
<th>FACTORS</th>
<th>Low 1</th>
<th>2</th>
<th>High 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motivation: genuineness &amp; depth of commitment to any task or assignment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity: personal development, ability to cope with life situations, performance under pressure, response to conflict, is able to adjust behavior in response to new or changing situations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics: act with high standards of ethics and integrity; is a reputable person.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpersonal Relations: ability to get along with others, rapport, cooperation, team building, attitudes toward supervision, deals with feedback/criticism well as an improvement opportunity.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Thinking: ability to correlate and process information, along with problem solving.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability: dependability, sense of responsibility, promptness, conscientiousness.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills: clarity of expression, articulate in both spoken &amp; written form.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Confidence: assuredness, capacity to achieve with awareness of own strengths and weaknesses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Appearance: neat, orderly, clean.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of Work: accuracy, consistency, timeliness, pays close and thorough attention to detail.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attitude towards Others: Treats other people, including those of different backgrounds, beliefs and gender, with fairness and respect.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continued on back
In the space provided, please discuss the characteristics of the applicant you feel will make him/her a competitive candidate for the Radiographer 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 _____________________________________________________________
Signature _________________________________________________________________

Thank you in advance for submitting a recommendation. We are aware of the time required and everyone involved in this process appreciates your response.

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

Radiographer Program
Allied Health Department
Benton Hall, Room 107
Washburn University
1700 SW College
Topeka KS 66621
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 Name (Please Print): _______________________________________________________

Applicant Signature: __________________________________________________________________

TO THE RECOMMENDER:
The person listed above is applying to the Washburn University Radiographer Program. Personal recommendations are a very important part of the application. Each recommendation is reviewed carefully by members of the Selection Committee. We are eager to select those individuals whose accomplishments, personal attributes, and abilities indicate that they have the greatest potential for success. Therefore, we ask you to provide a thoughtful and sincere appraisal of this applicant. If you do not know the applicant well enough to complete this form in its entirety, please notify him/her and return the form. Please read and complete the following recommendation form and submit prior to February 1. (A delay in returning this form or not fully completing the form may adversely affect the applicant's acceptance into the program.)

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 listed factors by checking the appropriate rating.

<table>
<thead>
<tr>
<th>FACTORS</th>
<th>Low 1</th>
<th>2</th>
<th>High 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motivation: genuineness &amp; depth of commitment to any task or assignment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity: personal development, ability to cope with life situations, performance under pressure, response to conflict, is able to adjust behavior in response to new or changing situations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics: act with high standards of ethics and integrity; is a reputable person.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpersonal Relations: ability to get along with others, rapport, cooperation, team building, attitudes toward supervision, deals with feedback/criticism well as an improvement opportunity.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Thinking: ability to correlate and process information, along with problem solving.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability: dependability, sense of responsibility, promptness, conscientiousness.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills: clarity of expression, articulate in both spoken &amp; written form.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Confidence: assuredness, capacity to achieve with awareness of own strengths and weaknesses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Appearance: neat, orderly, clean.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of Work: accuracy, consistency, timeliness, pays close and thorough attention to detail.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attitude towards Others: Treats other people, including those of different backgrounds, beliefs and gender, with fairness and respect.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continued on back
In the space provided, please discuss the characteristics of the applicant you feel will make him/her a competitive candidate for the Radiographer 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 ____________________________
Signature _______________________________________

Thank you in advance for submitting a recommendation. We are aware of the time required and everyone involved in this process appreciates your response.

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

Radiographer Program
Allied Health Department
Benton Hall, Room 107
Washburn University
1700 SW College
Topeka KS 66621
An element of the admission process to the Radiographer Program is a four (4) hour morning observation/shadow in a radiology department of an approved health care facility. The four hours you spend in the radiology department is considered an interview. Schedule the observation/shadow experience early in the application process. During this time, you will be seeing the completion of various examinations. You should take the initiative to observe as many examinations as possible. The focus of the observation is general radiology, not CT, MRI, Sonography, etc. You must maintain confidentiality regarding each patient. The patients will be aware of your presence, therefore appearance should be professional. Observation dress should be slacks and a blouse/shirt. Do not wear blue jeans, sweatpants, tank tops, midriff/crop tops, shorts, sandals, or heels. The Radiology Department reserves the right to cancel your observation if your appearance is inappropriate.

During your shadow experience, remember to give the technologist the Observation/Shadow Interview form, as well as the Observation/Shadow Interview Directions. She/he will complete the form and mail to the Radiographer Program.

Upon completion, a written summary is to be completed and submitted to program faculty. The summary is a requirement of the process and is evaluated for written communication ability. Please limit the typed summary to 2 pages or less.

The summary should include:
1. Date and name of facility
2. List the radiology procedures you observed including patient ages and physical condition in your answer. Also, discuss your favorite procedure in detail.
3. What are the responsibilities of a radiographer that you observed? After observing the daily duties of a radiographer what responsibilities would you identify as possible areas of struggle for you?
4. Explain methods by which radiographers provide radiation safety for the patient and themselves.
5. Give an example of good communication you observed and why it was effective.
6. After reviewing radiographer duties, physical requirements as observed and radiation safety methods, do you feel you have the physical capabilities to perform those tasks on a routine basis? What concerns might you have?
7. Review the program policies (Sections 1 & 2 of the clinical manual). Do you agree to abide by these? Address any questions you have concerning these policies. These policies may be viewed 1) at the clinical facility, or 2) at: http://www.washburn.edu/academics/college-schools/applied-studies/departments/allied-health/radiologic-technology/files/AL 134-238 Manual F14.pdf
8. Review the Essential Functions which may be accessed at www.washburn.edu/xray and then click on the Essential Functions link on the left hand side of the screen. List the date you read this document. Do you have any questions regarding the duties or abilities of a radiographer?

You are required to observe at one of the health care facilities associated with the Washburn Radiographer Program. Call a radiology facility directly for scheduling (see phone numbers and contact persons below). Contact Washburn University faculty (Jera Roberts or Hillary Lolley) informing them of the observation date and place. If you are unable to complete the observation as scheduled, please phone or email the health facility for rescheduling.

- Atchison Hospital, Atchison, KS: 913-367-6642 (Angie)
- Geary Community Hospital, Junction City, KS: 785-210-3379 Contact Pat Small to schedule the observation at psmall@gchks.org.
  To access the shadowing documents, go to www.gchks.org. Under departments/services, choose Education. Under the Education tab, choose nursing/allied students. Complete all requirements, including the stated documents.
  1) Review the Student Expectations.
  2) Review the Student Safety Orientation.
  3) Print and complete the Student Safety Quiz.*
  4) Review the Student HIPAA Training presentation. Print and complete the Student HIPAA Quiz.*
  5) Print and sign the HIPAA Confidentiality Agreement.*
  Bring the printed documents*, along with current flu vaccine documentation, to Pat Small at the time of your scheduled observation.
- Hiawatha Community Hospital, Hiawatha, KS; 785-742-2131 (Kristen)
• Lawrence Memorial Hospital, Lawrence: 785-749-6194 (Shannon or Taylor)

• Mercy Health Center, 1823 College, Manhattan: 785-776-2888 (Jaron)
  Individuals observing at Mercy Health Center must provide proof of the following:
  1) Negative TB skin test within the last 12 months,
  2) Two MMR Vaccinations (or titer), and
  3) Chickenpox Vaccine or chickenpox titer.

• St. Francis Health Center, Topeka: 785-295-8338 (Sherrie or Kelli)
  Call Sherrie Shaw at (785)295-8338 or Dixie Costigan at (785)295-8011 to request a Shadow/Observation Application. Complete and return to: Sherrie Shaw, Radiology, St. Francis Health Center, 1700 SW 7th, Topeka, KS 66606. You will then be contacted by Sherrie Shaw to schedule the actual date of observation.

• Stormont-Vail Regional Health Center, Topeka: 785-354-6177 (Mitzzi or Jayme)
  Call Medical Staff Office at (785) 354-6241 to request an Observation Application. Complete and return to: Connie Wagers, Radiology, Stormont-Vail HealthCare, 1500 SW 10th, Topeka, KS 66604. You will be contacted by a Radiology Representative to schedule the actual date. See the last page of this packet for the required reference letter. Individuals observing at Stormont Vail must provide proof of the following:
  1) Negative TB skin test within the last 12 months
  2) Proof of influenza vaccination (October to April)
  3) Copy of personal health insurance card
  4) Letter of reference from the educational program director.
  5) Sign confidentiality clause.

• Truman Medical Center (Hospital Hill), Kansas City, MO; 816-404-0744 (Donna)

• VA Medical Center, Topeka: 785-350-3111, ext. 52688 (Wendy)

• VA Medical Center, Leavenworth: 913-682-2000, ext. 52244 (Eric)
**Applicant:** Complete the information section below, and then give this form and the Observation/Shadow Interview Directions to your supervising technologist.

Applicant Full Name (Please Print): ________________________________

Health Care Facility Name: ________________________________

Date of Observation: ________________  Total Hours of Observation: ________________

**Supervising Technologist:** Prospective Radiographer students are required to spend four hours in a clinical setting observing the functions of the radiology department in the general and fluoroscopy areas. We recommend interviewing the individual at the end of the observation. Please complete this form at its conclusion and return to the Program. Thank you.

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

**Please qualify your rating with comments.**

<table>
<thead>
<tr>
<th>FACTORS:</th>
<th>Low 1*</th>
<th>2*</th>
<th>3</th>
<th>4</th>
<th>High 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>INITIATIVE: Demonstrated a desire to observe all possible examinations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROFESSIONALISM: Was polite and courteous in interactions with others. Maintained appropriateness in the presence of patients.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMUNICATION SKILLS: Articulated questions or comments in a manner that was easily understood. Demonstrates the ability to listen.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KNOWLEDGE: Displayed appropriate knowledge of the profession. Questions asked related to the profession.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPEARANCE: Dressed appropriately for the work environment. Displayed suitable hygiene.</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLINICAL PLACEMENT: Would you like to see this individual assigned to your radiology facility for clinical education? Explain Maybe or No.</td>
<td>Yes</td>
<td>No*</td>
<td>Maybe*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of RT completing form: ________________________________

*Comments for factors scored as 1 or 2 & Maybe/No Placement: ________________________________

Please return completed form within one week of the observation to:

Radiographer Program
Allied Health Department
Benton Hall, Room 107
Washburn University
1700 SW College
Topeka KS 66621
Observation/Shadow Interview Directions

To: Supervising Radiologic Technologist  
From: Washburn University Radiographer Program Faculty

One element of the Radiographer Program admission process is the observation/shadow experience. Please be aware of the following directions while supervising the prospective student.

- Students have been advised of appropriate dress. If their dress is not professional, please cancel the observation and reschedule.
- Prospective students are fearful of being in the way or doing something wrong. As such, please direct them as to what they should or shouldn’t do while in the department.
- The primary purpose is to observe general diagnostic and fluoroscopic examinations, Assure that the student is given direction on moving from room to room in order to observe the maximum number of examinations.
- If it is a slow day, encourage the student to schedule another observation. When rating “initiative”, did the student show desire to observe the various examinations? Do not rate them low if it was a slow day but they took the initiative to observe as many exams as possible.
- If possible, interview the student for a few minutes during/following the observation.

Students are required to observe for a minimum of 4 hours. Again if it is a slow day, encourage the student to schedule another observation at your or another facility.

Thank you for your assistance in this very important element of the application process. Please let us know if you have any questions.

Jera & Hillary
APPLICATION CHECKLIST

Part I: As the applicant, you are responsible for completing all aspects of the application process and verifying receipt of all forms by the deadline of February 1st. The documents may be sent as a total package or individually. Application documents may be mailed or hand-delivered to the Allied Health Office in Benton Hall, room 107.

1. ______ Submit Radiologic Technology application form (send first)
2. ______ Submit Letter of Intent with resume
3. ______ Submit All Academic Transcripts
4. ______ Letter of Recommendation #1
5. ______ Letter of Recommendation #2
6. ______ Schedule Observation/Shadow Appointment
7. ______ Submit Observation/Shadow Summary
8. ______ Give the Shadow Interview Form and Shadow Interview Directions to the supervising technologist
9. ______ Verification of all forms received, contact Susan at marie.valdivia@washburn.edu. Do not wait until February 1st to verify receipt of documents, so you have time to submit any remaining documents by the stated deadline.

Part II:
1. Written evaluation of applications begins immediately after the February 1st deadline.
2. After scoring of the written applications, around 35 individuals will be contacted the last week of February for an on-campus interview which is only held March 2-3, 2017. You will be contacted by the Radiologic Technology Program the end of February if selected for the interview.
3. Notification of acceptance or non-acceptance will then be sent by March 15th via e-mail.
The Essential Functions have been established through consideration by faculty and consultation through various sources such as the Occupational Outlook Handbook, Dictionary of Occupational Titles, American Society of Radiologic Technologists, Occupational Information Network and Occupational Skills Standards Project from the National Health Care Skills Standards Projects.

The radiologic technology student must have the ability to perform all requirements of the essential functions of a work day. Areas addressed include:

- Mental and concentration demands
- Communication ability
- Sensitivity to physical and psychological needs of patients
- Professionalism
- Physical demands
- Vision and hearing
- Safety practices

Go to the Radiologic Technology Menu (website) and select Essential Functions/Requirements for complete information.
Radiography is an allied health profession involving the production of x-ray images which the physician uses to diagnose disease processes in the human body. The course of study involves the control of radiation production, the ability to position the body properly, usage of radiation safety, communication with individuals under stress due to illness or injury and development of professional attitudes and ethics such as dependability and initiative.

**Employment and Career Mobility**

Many employment opportunities for radiographers exist and are expected to continue. Graduates of an approved program in the immediate geographical area can expect an average beginning salary of $21 ($43,680 annually). Salary does vary with geographical location, hospital size and level of experience. Completion of the radiographer program provides the possibility of entering areas such as CT, MRI*, Nuclear Medicine, Radiation Therapy*, Diagnostic Medical Sonography*, Mammography*, and Interventional Radiography. Formalized education programs are also available in most of the above areas of radiology. (* = Programs available at Washburn University.)

**Radiography Education at Washburn University of Topeka**

The program is administered through the School of Applied Studies and is designed to prepare an individual to become a radiologic technologist (radiographer). Classes begin each August and include one summer session. Completion of the 21 month program enables a graduate to apply for the national certification examination administered by the American Registry of Radiologic Technologists.

The program consists of general education, required related courses such as anatomy and physiology, radiography lecture and clinical courses. Program structure allows for simultaneous completion of lecture and clinical education requirements. Clinical education is provided at a variety of health facilities and accounts for approximately 1,800 clock hours. Upon completion of the curriculum, graduates are awarded an associate of science degree. Policies pertaining to vacation, clinical attendance, pregnancy, part-time employment, etc. have been developed and should be reviewed during the required observation. These policies may be found in sections 1 and 2 of the Clinical Manual, which is available at each clinical site or [http://www.washburn.edu/academics/college-schools/applied-studies/departments/allied-health/radiologic-technology/clinical-manual.html](http://www.washburn.edu/academics/college-schools/applied-studies/departments/allied-health/radiologic-technology/clinical-manual.html).

The Radiographer program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 (312)704-5300, e-mail: mail@jrcert.org.

Program effectiveness data is available through the Joint Review Committee on Education in Radiologic Technology’s website. Accessible information includes a five-year credentiaing examination pass rate, five-year average job placement rate and annual program completion rate. Go to [www.jrcert.org](http://www.jrcert.org) and look for the “Students” heading, then select “For a report of JRCERT program performance measures, click here”.

**Clinical Education**

Faculty will assign each student to a primary clinical education setting. However, each student will also be required to complete clinical assignments at a minimum of one additional site. Alternate clinical assignments may be located up to 70 miles from the primary assignment. These assignments may only be changed upon written request by the individual and review by University faculty and the clinical sites involved.

The majority of patient contact hours occur during weekday hours. Scheduled hours per semester will vary from 16 to 32 hours per week. During fall and spring semesters, classes and clinical meet on alternating days. During the summer, students are in clinical and classes five days a week. Minimal clinical education hours are also required on evenings (12 shifts of 2:30 - 10:30 PM, Sunday through Saturday). During University intersession (between semesters), clinical education is also required in order to allow an individual to develop entry-level skills and maintain proficiency.

**Clinical Education Hours (subject to change during various semesters & rotations)**

- **Atchison Hospital** – 8:00 to 4:30 PM
- **Coffey County Hospital, Burlington** - 8:00 to 4:30 PM
- **Geary Community Hospital, Junction City** - 8:00 to 4:30 PM
- **Holton Community Hospital, Holton** - 8:00 to 4:30 PM
- **Lawrence Memorial Hospital, Lawrence** – Alternating between 7:00 to 3:30 PM and 8:00 to 4:30 PM
- **Via Christi, Manhattan** - alternating between 6:30-3:00 and 8:30-5:00 PM
- **Nemaha Valley Community Hospital, Seneca** - 8:00 to 4:30 PM*
- **St. Francis Health Center, Topeka** - 7:30 to 4:00 PM
- **Stormont-Vail Regional Health Center, Topeka** - 8:00 to 4:30 PM*
- **Truman Medical Center, (Hospital Hill) Kansas City**- Alternating between 7:00 to 3:30 PM and 8:00 to 4:30 PM
- **VA Medical Center, Topeka** - 8:00 to 4:30 PM*
Transportation
Students will furnish their own transportation to and from facilities.

Educational Costs
A. Tuition [http://www.washburn.edu/current-students/business-office/tuition-fees.html]
B. Radiology Textbooks (approximate figures)............ 1st year - $1,000  2nd year - $400
C. Uniforms (approximate figures)............................... Uniforms $200 – Shoes $80
D. Criminal background check, plus immunization documentation tracking and drug screening $96
E. Health Insurance - Mandatory. Proof of coverage must be presented each year prior to clinical education.
   The university offers coverage for students; student & spouse or child; and family. Please contact Student Affairs or Student Health for additional information and current premium cost.
F. Liability Insurance - The University carries liability insurance on students during clinical education attendance.
G. CPR approximately $30
H. Graduation Pin $15
I. Hepatitis B Vaccines approximately $75
J. Kansas Society of Radiologic Technologists membership $25 annually
K. Drug screen as required by clinical education site. $25
L. Identification markers $30
M. Trajecsys (electronic clinical tracking system) $150
N. Transportation cost: gas/car wear and tear
O. Radiation monitoring badge for laboratory sessions $66

Professional Obligations
All students accepted into this program are expected to become part of the professional community through membership and participation in the following organization: Kansas Society of Radiologic Technologists - $25.00 annually

Computer/Internet
The majority of clinical education settings require computer usage/knowledge as a routine task. Lecture courses in the Radiologic curriculum have computer/internet assignments. If one lacks computer skill, be advised that an additional workshop or course in computers may be necessary.

Financial Aid
Financial aid including loans, scholarships, grants, and work-study is available for those who qualify. Information concerning this matter should be requested from the financial aid office with application made prior to February 15th.

Available Scholarships - Partial List
1st District Affiliate, Kansas Society of Radiologic Technologists (through the School of Applied Studies)
School of Applied Studies scholarship-application.pdf
Phil Sisk Scholarship (through School of Applied Studies)
Heartland Works (www.heartlandworks.org)
Kansas Career Technical Workforce Grant, State of Kansas (www.kansascareers.org/scholarships_and_grants)

Grades
In order to maintain a position in this program, a cumulative grade average of at least C (2.0 grade points) is required. A grade of C or better must be obtained in each major course, required related courses (Anatomy & Physiology), Freshman Composition and MA 116 (College Algebra).

Vacations and Holidays
The following time off is scheduled for the student (dependent on University calendar):
   Fall Recess: 1-2 days    Thanksgiving Recess
   Fall Semester Break: 2 weeks    Labor Day
   Spring Break    Martin Luther King Day
   Spring Semester Break; approximately 1 week    Memorial Day
   Summer Semester Break: 1-2 weeks    July 4th

NOTE: Any prices quoted are subject to change without notice. For any additional information, please call 785-670-2176 or 1-800-332-0291.
Required Prerequisites:

- 12 credit hours of college coursework prior to application
- BI 250 Intro to Anatomy (3) or BI275 Human Anatomy (4) prior to fall semester entry (Must be completed within 5 years prior to entry) **
- Minimum cumulative grade point average of 2.80

University Requirements and General Education and Correlate Courses

Any course work not completed prior to entry will be added to the radiology schedule below.

WU101 Washburn Experience (3): applies to only freshman at Washburn University
MA116 College Algebra (3 credit hours)
EN 101 Freshman Composition *(3)
Arts & Humanities *(6): Communication Strongly Recommended
Social Science *(6)
Natural Science *(3): Biology or Physics Recommended
BI230 Intro to Physiology (3) or BI255 Human Physiology (4) (Must be completed within 5 years prior to entry) **

Radiology 1st Year - Fall
AL 101 Foundations of Health Care (3 credits)   AL 220 Radiographic Procedures III (2)
AL 120 Radiographic Procedures & Patient Care I (3)     AL 230 Radiologic Equipment Operation (2)
AL 120A Laboratory (0)                                        AL 237 Radiology Clinical IV (4)
AL 130 Radiographic Exposure I (3)
AL 130A Laboratory (0)
AL 134 Radiology Clinical I (3)

Radiology 1st Year - Spring
AL 121 Radiographic Procedures & Patient Care II (3)      AL 238 Radiology Clinical V (4)
AL 121A Laboratory (0)                                        AL 321 Advanced Radiographic Procedures (2)
AL 131 Radiographic Exposure II (3)
AL 131A Laboratory (0)
AL 135 Radiology Clinical II (3)
AL 320 Human Disease (3)

Radiology 1st Year - Summer
AL 231 Radiation Protection & Biological Effects (2)
AL 236 Radiology Clinical III (3)

Radiology 2nd Year - Fall
AL 220 Radiographic Procedures III (2)
AL 230 Radiologic Equipment Operation (2)
AL 237 Radiology Clinical IV (4)

Radiology 2nd Year - Spring
AL 238 Radiology Clinical V (4)
AL 321 Advanced Radiographic Procedures (2)

Total Degree Credit Hours = 75

* If this course has been completed at a university other than Washburn, check with Radiographer faculty, or the WU transfer guides: [http://www.washburn.edu/admissions/transfer/transfer-guides.html](http://www.washburn.edu/admissions/transfer/transfer-guides.html) or the Registrar's Office for transferability.

** If this course has been completed at a university other than Washburn, check with Radiographer faculty for transferability.

All credits above count towards the optional Bachelor of Health Science (BHS) degree. The BHS may be completed after the entry-level AS degree in one of the following areas:

1) Health Services Administration
2) Medical Imaging

- Medical Diagnostic Sonography
- Radiation Therapy
- Magnetic Resonance (MR)