



2021 Application for Radiologic Technology

This application is due no later than 5:00 pm, Friday May 21, 2021

This application is for students applying to the 1st clinical semester courses in Radiologic Technology starting September 2021. You must have completed all prerequisite courses, or their approved equivalent, and grades must be available by May 21, 2021. This application must be legible.

Personal Information

Full Legal Name _____

Last First Middle
Previous Name(s)

Last First Middle

MSU Billings Student ID _____

Current mailing address _____

City _____ State _____ Zip _____ Phone _____

Permanent mailing address _____

City _____ State _____ Zip _____ Phone _____

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

Phone _____

Have you ever been convicted of a misdemeanor, felony or military court martial? Yes No

Have you ever been suspended, dismissed or expelled from a post secondary medical educational program that you attended in? Yes No

Have you had any professional license or certification revoked, suspended or put on probation? Yes No

If you answered yes to any of the three questions above, the American Registry of Radiologic Technologists (ARRT) may not allow you to take the national certification examination following the completion of the Radiologic Technology Program. Your ability to take the examination, if you answered yes to any of the three questions above, is approved or denied by the ARRT on an individual basis. You will also be required to pass a background check for felony and misdemeanor convictions and pass a drug screen test before the hospitals will allow you to enter their facility to obtain your clinical experience. If you answered yes to any of the three questions above, contact the director of Radiologic Technology for further information before making an application to the program.

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This application must be received no later than 5:00 p.m. May 21, 2021. Applications can be submitted before this date. Radiologic Technology is a competitive program and the following process will be used to select those students who will continue into the clinical courses in Radiologic Technology starting **September 2021**. If you are not currently registered as a student with City College at MSU Billings, you must complete an application for admission and be accepted as a MSU Billings student before you can make application to this program. You may apply for admission at www.msubillings.edu/citycollege. If you have questions about the general admissions process to City College at MSU Billings, please call Jacket Student Central at 247-3007. The selection process for this program is divided into two phases and only the top 25 students from Phase I will move to the second phase. Phase II consists of a personal interview with the Radiological Technology Selection Committee that will make the final selection of students for the next class in Radiologic Technology.

Phase I Selection Criteria

Phase I is based on a point system. Points are awarded for grades, previous education, degrees, certificates, prior work experience (particularly if that experience is in the medical field), letters of reference, answers to the site visit questions, a written essay, and successful completion of an optional college physics course, a second semester of a 200 level A&P II and/or medical terminology course. The points will be totaled from the information you provide with this application and your transcripts, and the top scoring 25 students will continue to Phase II. Please note that you must provide verifiable documentation of your education, such as a copy of your certificate, degree and official transcripts. Work and medical experience require a contact name and phone number for verification.

1. Grades. Points will be awarded based on the Grade Point Average (GPA) of **only the prerequisite semester courses** (or **equivalent transfer courses**). The points will be awarded on the following basis. A GPA of less than 2.5 will receive no points.

2.5 GPA: (2.5)	2.9 GPA: (2.9)	3.3 GPA: (3.3)	3.7 GPA: (3.7)
2.6 GPA: (2.6)	3.0 GPA: (3.0)	3.4 GPA: (3.4)	3.8 GPA: (3.8)
2.7 GPA: (2.7)	3.1 GPA: (3.1)	3.5 GPA: (3.5)	3.9 GPA: (3.9)
2.8 GPA: (2.8)	3.2 GPA: (3.2)	3.6 GPA: (3.6)	4.0 GPA: (4.0)

All grades from prerequisite courses (or equivalents) must be received by May 21, 2021 for the Phase I process. The resulting grades will be taken from the MSU Billings student records. Official school transcripts must be included with your application for those students who are not currently enrolled at MSU Billings or City College at MSU Billings. For students who have just completed approved prerequisite courses at another institution, a faxed or unofficial copy of your 2020 spring semester transcripts, or emailed grade from your instructor, must be received by May 21, 2021 in order to receive point credit in Phase I. Your official transcript of all prerequisite courses must be with your application or be received by May 30, 2021.

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

- a. Bachelor's degree (medically related 2 points). Bachelors degree (non-medically related) (1 point)
- b. Associate's degree (medically related) (1 point). Associate's degree (non-medical) (.5 point)

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

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

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

- a. Limited permit x-ray tech with 6 months full time equivalent experience (2) points
- b. Limited permit x-ray tech with less than 6 months full time equivalent experience (1) point
- c. CNA with 6 months full time equivalent experience (1) point
- d. CNA with less than 6 months full time equivalent experience (1/2) point
- e. EMT with 6 months full time equivalent experience (1) point
- f. EMT with less than 6 months full time equivalent experience (1/2) point
- g. Other 1 year health care certificate with 12 mo. full time equivalent experience (1) point
- h. Working in a x-ray department with 12 months of full time equivalent or more (1) point
- i. Performed volunteer work in a hospital, nursing home or healthcare facility for **minimum** of 80 hours (1/4) point

Medical Related Education and/or Work Experience

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

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

<u>Company with address</u>	<u>Supervisor's name and current phone number</u>	<u>Dates of employment & total number hours worked</u>	<u>Job Title and Job Responsibility</u>

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Volunteer Experience Please list any volunteer experience you have had that does not fit into Category 3 above. The applicant must provide supporting documentation **or** contact person and phone number for verification of volunteer experience.

Company with address	Supervisor's name and current phone number	Dates of volunteer time & total number <u>hours</u> volunteered	Volunteer Title and Responsibility

4. Letters of Recommendation one (1) point will be awarded to students who provide **two letters of recommendation** from individuals other than family members. **These letters of recommendation must be emailed by the author to janet.drinkwalter@msubillings.edu or mailed by the author to the Radiologic Technology Program, City College at MSU Billings, 3803 Central Avenue, Billings, Montana 59102.** Points will be awarded based on content. It is recommended you ask three individuals for letters of recommendation in case one of the letters is not received by us.

5. Site Visit. WILL NOT BE REQUIRED for the 2021 application. You are required to attend and document a site visit to a radiology department and answer a list of site visit question as part of this application process. See “**Radiology Department Site Visit**” below for details. (**No points in 2021 application**)

6. Essay. You must complete an essay. **Please research the radiologic technology career and explain what you learned about the role of a Radiologic Technician and then explain what drives you to pursue this career**”. The essay must be 1 to 3 pages, typed, double-spaced, 10 or 12 font size and no pictures. Grammar and content will be considered. (**Up to 4 points**).

7, 8 & 9. Physics, A&P and/or Med Term: If you complete a college level physics course or a second semester 200 level Anatomy & Physiology II course or a college level Medical Terminology course with a grade of “C” or better, you can earn 1/4 point for each course towards your Phase I point total.

- ___ Have you completed a college physics course with a “C” or better, with evidence of this course found in your transcripts.
- ___ Have you completed a second semester 200 level A&P II course with a “C” or better with evidence of this courses found in your transcripts.
- ___ Have you completed a college medical terminology course with a “C” or better, with evidence of this course found in your transcripts.

Phase II Personal Interviews Interviews are will be arranged tentatively **the 3rd or 4th week of June.**

Only the top scoring 25 individuals in the Phase I selection process will be given a personal interview. The personal interview portion of the selection process will involve answering a series of questions from the Radiologic Technology Selection Committee. All applicants will be asked the same questions with follow up questions likely. Interviews are held on the City College campus. Interview candidates are scored by each evaluator according to a formula and these scores are totaled to determine the total points for Phase II. The decision of the Selection Committee is final. The scores from Phase I and Phase II are then added together to create the final overall score.

If you are selected for a personal interview, you will be notified by email. Notification will be sent by the second week of June. We will use the email address you provided on the first page of this application unless we are notified of a change. After receiving notification, you are responsible to schedule a time for your interview with Janet Drinkwalter at janet.drinkwalter@msubillings.edu or (406) 247-3077. **Any student who does not schedule their personal interview by deadline noted in the email will not be considered for the program. Therefore, it is imperative that we have your current telephone, address information and email address.** Should either your street address or email address change, you are responsible to notify us immediately. Notification of change of your contact information must be sent to Victor White at (406) 247-3086 or victor.white@msubillings.edu and Janet Drinkwalter at (406) 247-3077 or janet.drinkwalter@msubillings.edu

Final selection. When the final selections are determined, the director will send out an invitation via email or postal mail to those selected to start the program. Students must accept by the date noted in the letter in order to secure their spot.

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Radiology Department Site Visit (Not required for 2021 application) As part of this application, you are required to make a site visit to a hospital radiology department. Both St. Vincent Healthcare Radiology Department and Billings Clinic Diagnostic Imaging Department will schedule site visits and you can choose either hospital. As site visits cause extra work for the technologists, the hospitals have asked that you only visit one hospital and not both. The dates and contact information for the site visits, when available, will be posted on the Radiologic Technology web site, <http://msubillings.edu/citycollege/programs/radtech/docs/Site%20Visit%20Signature%20Form.pdf>. The student is responsible for scheduling their site visit. Be sure to follow the dress code. If you live outside Billings, you can visit a hospital radiology department in your area. The site visit should last four to eight hours and involve “job shadowing” a radiologic technologist. A site visit form is on the last page of this application. **The applicant must fill out the site visit form (last page of this application), obtain the site visit radiologic technologist’s signature and submit the form with your application. Answers to the site visit questions must be completed and turned in on a separate sheet of paper with your application.**

If you have further questions concerning this application or the selection process, please contact Victor White, Program Director, via e-mail at victor.white@msubillings.edu or call (406) 247-3086. Further clarification of the application process and a time line for closing dates is available at the Radiologic Technology website listed above.

Note: This application is subject to change.

Radiologic Technology Site Visit Not required for 2021 application

You must schedule an appointment for a visit with a hospital radiology department. Directions for visiting one of the Billings hospitals will be listed on the program webpage under the Application Process at <http://msubillings.edu/citycollege/programs/radtech/docs/Site%20Visit%20Signature%20Form.pdf>. You must dress appropriately for the visit. No t-shirts, jeans or shorts can be worn. Attached is a site visit form for all applicants to fill out and submit with your application. If you have already visited a hospital radiology department for at least four (4) hours and within the last year, you need to have the technologist that supervised your visit sign this form. You must still answer the questions listed on this form and submit your answers with your application. Confidentiality is a major issue in any medical environment and **any patient information**, such as the patient’s name, history, condition, procedures performed or the results of those procedures, must be kept strictly confidential.

I understand the importance of patient confidentiality and by signing below I agree to keep all patient information confidential.

Signature of applicant: _____ **Date:** _____

Applicant’s Name _____ Student ID _____ Telephone _____

Site Visit Facility _____ Visit Date _____ Hours observed _____

Signature of technologist that supervised your visit: _____

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- ____ Have you completed a college physics course with a “C” or better? Transcripts Required
____ Have you completed a second semester college 200 A&P II course with “C” or better? Transcripts required.
____ Have you completed a college medical terminology course with “C” or better? Transcripts required.

Additional Radiology Related Courses The completion of the following courses will not add points to your point total for Phase I, but may be taken into consideration in the interview process in Phase II.

- ____ Did you complete, and pass, a physics course in high school?
____ Did you complete, and pass, a chemistry course in high school?
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Site Visit Narrative **Not required for 2021 application**

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

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

1. Prerequisite Grades (Up to 4 points) _____
 2. Education (Up to 2 points) _____
 3. Medical Educ/Work and/or Volunteer Experience (Up to 2 points) _____
 4. Letters of Recommendation (1 point) _____
 5. Site Visit Answers (**NO points - 2021**) _____
 6. Essay (Up to 4 points) _____
 7. Pass college level physics class (1/4 point) _____
 8. Pass 200 level A&P II (1/4 point) _____
 9. Pass college level Med Term (1/4 point) _____
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Submit your completed application:

email to: janet.drinkwalter@msubillings.edu **and** victor.white@msubillings.edu

or

mail to: Radiologic Technology Director
3803 Central Avenue
Billings MT 59102