

Dear Applicant,

Thank you for considering our Hospital and School of Radiologic Technology for your studies. Enclosed you will find the literature and application that you have requested. You are required to submit the following items to have a complete application:

- 1. The Application of Admission with essay.**
- 2. The Technical Standards Survey signed.**
- 3. Three (3) current letters of professional reference.**
- 4. Official High School transcripts* and College transcripts*.**
An Associate's degree in any area of study is required, and must be documented on transcript. Applicants may apply prior to completion of Associate's degree, but completion must be demonstrated by start of program in September.
- 5. A \$40 Application fee. (Check or money order payable to Providence Hospital)**

* An **official copy** of your transcript is required. Student copies or unofficial copies will not be accepted. If you attended high school or college in a foreign country, you must submit an evaluation report stating the educational credential received and its U.S. equivalent.

All items should be mailed to the Radiography Program. **The deadline for consideration of your application is February 1, for any given year; with a September start date that same year.**

It is the candidate's responsibility to ensure the submission of all necessary materials by the deadline. The school will not contact applicants in regard to the status of their file.

Once your file is complete, the program director will review all items in your file to determine if the requirements are met for an interview. The requirements include the applicant having taken college courses in Algebra (Intermediate), English (Communications or Composition), Information Sciences, Medical Terminology, Anatomy and Physiology, Behavioral Science and Introduction to Radiography (or have documentation of 10 or more hours of job shadowing). Courses must have been taken in college with a grade equivalent of a C or higher in each course. **Courses taken within the last seven years will be given more weight, and all classes must be completed by the February 1 deadline for consideration.**

If these requirements are met, you will be asked to come to the school for a mathematics/ algebra test and personal interview (interview granted after passing math test). Personal impression, related customer service/ patient care experience, and interest in the radiologic technology field are assessed during the interview. Our goal is to complete all interviews by the end of March. We will then inform chosen applicants of their acceptance into the program.

Applicants will be evaluated on their academic performance in the didactic requirements and the personal interview. The top twelve scoring candidates are accepted.

If you have any questions or concerns, please feel free to contact the School of Radiologic Technology at **(248) 849-3293** or email: mary.kleven@stjohn.org.

Thank you again for your interest in our program.

Sincerely,

Mary A. Kleven, MAOM, BS, RT(R)(M)
Program Director
Providence Hospital

School of Radiologic Technology
CRITERION FOR INTERVIEW

All information must be submitted (postmarked) by February 1 of each year.

New class begins every September (rev. 7/11)

Information required:

- 1. The Application of Admission with essay.**
- 2. The Technical Standards Survey signed.**
- 3. Three (3) current letters of professional reference (employer or educator).**
- 4. Official High School transcripts* and College transcripts*.**
An Associate's degree in any area of study is required, and must be documented on transcript. Applicants may apply prior to completion of Associate's degree, but completion must be demonstrated by start of program in September.
- 5. A \$40 Application fee. (Check or money order payable to Providence Hospital)**

Interviews are scheduled after the deadline, February 1, and only if application is complete.

Admission requirements and opportunities will be discussed during the interview. Prospective applicants are evaluated on both the interview and their academic record. A minimum academic score of 40 is required to receive an interview. {7 classes x grade "C"(8 points)} = (7 X 8 =56) Courses that are less than 7 years are preferred, NOT REQUIRED; with a grade "C" or better.

Required courses (College level) minimum 15 credit hours total to include:

Algebra (**Intermediate**; not pre-, basic, or elementary)—3 credit hours
English (Communications/ Composition) – 3 credit hours
Behavioral Science (Psychology, sociology, etc.))—3 credit hours
Anatomy and Physiology (additional coursework in the Natural Science earns more points)
Information Sciences (Introduction to Computers))—3 credit hours
Medical Terminology
Introduction to Radiology (OR documentation of 10 or more hours of job shadowing)

Mail information to:

Mary A. Kleven, MAOM, B.S.(R)(M)
Program Director
Providence Hospital
School of Radiologic Technology
16001 W. Nine Mile Road
P.O. Box 2043
Southfield, MI 48037
(248) 849-3293
Mary.Kleven@stjohn.org

*The cost of tuition is \$5,000 for two years. The cost of books is an additional \$800.00.

PROVIDENCE HOSPITAL
SCHOOL OF RADIOLOGIC TECHNOLOGY

TECHNICAL STANDARDS SURVEY rev. 3/11

All applicants to the School of Radiologic Technology are notified of the minimum physical requirements appropriate to radiologic technology. The inability to perform any of the listed activities indicates a reduced chance of successful completion of the program, or employment in this profession. In such a case, it is recommended that the student not enter the radiography program.

Please read the following statements identifying the technical standards and answer the question provided below. This form is to be returned by the candidate along with the completed application.

The radiologic technologist must have sufficient strength and motor coordination required to perform the following physical activities:

- Standing or walking during most of the clinical training.
- Frequent reaching and manual dexterity in handling accessory equipment for diagnostic purposes. (lift a minimum of 30 pounds)
- Frequently transporting, moving, lifting and transferring patients from a wheelchair or stretcher to and from a radiographic table.
- Possess normal visual and audio acuity. This is necessary to report visual observations of patients and read written orders. Hearing must be adequate to assess patient needs and communicate verbally with other health care providers.
- Possess sufficient verbal and written skills to communicate needs promptly and effectively in English.

Are you able to perform all of the technical standards identified above with or without reasonable accommodations?

YES _____

NO _____

Signature of Applicant

Date

SCHOOL OF RADIOLOGIC TECHNOLOGY
Providence Hospital

COURSE IN RADIOLOGIC TECHNOLOGY (Rev. 3/11)

The Program of Radiologic Technology consists of formal classroom presentations and departmental clinical rotations. The Joint Review Committee on Education in Radiologic Technology sanctions the curriculum approval and program accreditation.

Certified radiologic technologists, radiologists, nurses, and other health care professionals present lectures in the following:

- Introduction to Radiography
- Radiographic Technique
- Patient Care for Radiological Sciences
- Radiographic Procedures
- Human Structure and Function
- Radiographic Pathology
- Medical/ Digital Imaging and Processing
- Radiographic Quality
- Radiographic Principles
- Radiation Protection
- Cross-Sectional anatomy
- Introduction to Quality Improvement
- Radiation Biology
- Venipuncture
- Ethics & Law
- Critical Thinking and Interpersonal Concepts
- Mammography
- Introduction to Computed Tomography

Medical Terminology and Computer Literacy are reviewed not taught.

The didactic material, course objectives, goals, competencies and criteria are all specifically structured and presented to the student radiographer for successful completion of the Radiologic Technology program.

Rotations are offered in Nuclear Medicine, MRI, Ultrasound, Special Procedures, CT scan, Quality Assurance, Heart Catheterization Bone Densitometry, and Radiation Therapy to expose students to other areas within the field of Diagnostic Radiology.

The forty- hour school week is coordinated with all department schedules and procedures to ensure the fullest educational experience to enrolled students. One class is enrolled each year, starting in September. Students do rotate to Park Hospital in Novi.



School of Radiologic Technology

PROVIDENCE HOSPITAL AND MEDICAL CENTERS

16001 West Nine Mile Road
P.O. BOX 2043
Southfield, Michigan 48075
(248) 424-3000



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Phone: (248) 424-3000

SCHOOL of RADIOLOGIC TECHNOLOGY

INFORMATION RELEASE

DATE: _____

To Whom It may Concern:

I have applied to Providence Hospital's School of Radiologic Technology. In order that the School may properly evaluate my qualifications, it is my desire that it be fully advised of my employment relationship with you:

I herewith request and authorize you without qualification or limitation to release and furnish to Providence any and all information in your records, files or in your possession, concerning or relating to my present and/or past employment by you.

SIGNATURE OF APPLICANT

PRINTED NAME OF APPLICANT

Named One of America's Top 100 Hospitals
Member of Daughters of Charity National Health System, Inc.

APPLICATION FOR ADMISSION

"Qualified applicants are considered for admission to the Providence Hospital School of Radiologic Technology without regard to race, color, religion, sex, height, weight, national origin, age, sexual orientation, arrest record, marital or veteran status, or the presence of a non-job related medical condition or disability. It is the applicant's responsibility to notify us of any reasonable accommodation necessary to perform the essential duties of the position for which the applicant has applied."

IMPORTANT - PLEASE TYPE OR PRINT CLEARLY IN INK

PERSONAL DATA

Date		Social Security Number		
Last Name		First	Middle	
Address		City	State	Zip Code
Telephone Number (Home)	Telephone Number (Alternate)		Email Address	
Person to Notify in Case of Emergency Name			Telephone Number	
Address		City	State	Zip Code
Are you age 18 or older: Yes <input type="checkbox"/> No <input type="checkbox"/>			Are you a U.S. citizen or otherwise authorized to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been convicted of a crime other than a minor traffic violation? If yes, explain: _____ Yes <input type="checkbox"/> No <input type="checkbox"/>				

EDUCATION AND TRAINING

	School Name and Location	Major	Graduated Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree / Diploma
High School			Yrs. Completed _____	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Undergraduate College/ University			Yrs. Completed _____	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Technical / Vocational			Yrs. Completed _____	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	

