



Dear Prospective Applicant:

Thank you for your interest in our Radiography Program. Citizens Medical Center School of Radiologic Technology is supported and located within Citizens Medical Center's Radiology Department. We are accredited by the Joint Commission on Education in Radiologic Technology and accept 5 new students every July. Due to the growing shortage of Radiographers, and our desire to retain high quality Radiographers, Citizens Medical Center reserves the First Right of Refusal for employment upon Graduation.

Citizens Medical Center is a 344 bed, acute care hospital that has access to the best research and clinical expertise available in health care. In its third decade as the area's leader in cardiac care, Citizens is equipped with sophisticated diagnostic, surgical and medical treatments designed specifically for the cardiac patient.

Classes begin in July of each year. Students are in attendance Monday through Friday from 8:00 am to 4:00 pm. Students do not attend more than 40 hours per week. When holidays or weekends are assigned, the student receives equal time off. Program is Hospital Based, 24-month certificate educational program with an articulation agreement with Victoria College. Courses transfer to Victoria College for an Associated Degree in Applied Science.

This Applicant Informational Package contains the following:

1. Application Process – Please read carefully and follows all directions.
2. Prerequisites into the program
3. Technical Standards Form – See Application Process # 3C.
4. Application for Admissions – Accepted October 1 –December 31
5. Mission Statement and Goals
6. Recommended College Courses to refresh yourself

Costs relating to the program total approximately \$1,225.00 dollars. This figure breaks down as follows:

Application fee	\$25.00
Tuition	\$1,000.00
Uniforms	\$200.00 (Approximate cost - Student is responsible for purchasing Departmental Specified Uniforms by June)

Sincerely,

MJ Reynolds, B.S., R.T. (R) (T)  
Program Director School of Radiologic Technology

School of Radiologic Technology  
MJ Reynolds, B.S.,R.T.(R) (T)  
Program Director  
[mjreynolds@cmcvtx.org](mailto:mjreynolds@cmcvtx.org)

# Citizens Medical Center School of Radiography

## Application Process

*The Applicant initiates ALL phases of the Application Process unless otherwise stated.*

1. Application Information Packet is requested and distributed to interested applicants.
2. Prospective Applicant arranges for Official transcript(s) from High School and College attended, GED scores, or any other transcripts from any other institution of learning to be mailed from the school. Admissions does not accept Transcripts if hand delivered. If your institution faxes Transcripts, you may have them faxed to 361- 572-5091. Faxed Transcripts will only be accepted if Fax contains a header with Institution's name and phone / fax number.
3. Prospective Applicant:
  - A. Sends Completed Application for Admission\* - Postmarked between October 1 to December 31 only.
  - B. Sends Application Fee of \$25.00 dollars - Check or Money Order, DO NOT SEND CASH
  - C. Sends Completed Signed Enclosed Technical Standards for Admission Form – indicates you have the ability to perform the clinical work of a Radiologic Technologist.
  - D. Verifies High School and College transcripts have been sent.
    - Applications are only accepted beginning October 1 and no longer accepted after December 31 of every year. Applications may be hand delivered to the front desk in Radiology at Citizens Medical Center or addressed to  
MJ Reynolds, B.S., R. T. (R) (T)  
Program Director School of Radiologic Technology  
2701 Hospital Drive  
Victoria, TX 77901
4. The first 40 applicants who successfully\* complete steps 1 – 3 above will be given an aptitude test on Fridays beginning in January and at 8:00 am at Citizens Medical Center. Applicants who arrive late for the test session will not be tested. 8:01 is considered late. The test is a timed Test. There is no study guide available. Applicants will be notified by letter if they have successfully completed steps 1 – 3 above when they receive their Testing Date letter sometime in December. If their letter is not received, it is the applicant's responsibility to call by the end of the year to verify their testing time.
5. An Observation Day is scheduled if the Aptitude test criterion is achieved (25% or higher). Applicants will be notified by email/letter if they have achieved the Aptitude test criterion and are responsible for setting up their Observation Day with the Program Director. As part of the Observation Day, the applicant is given a copy of the student manual to read and is quizzed on its contents. The applicant is also given 3 letters of reference to be completed by persons other than friends and family and mailed directly back to the Program Director. Reference Letters should be returned ASAP.
6. Approximately 80% of the students who successfully complete steps 1-5 above will be scheduled for an interview in March, April, or May. Student will receive a letter stating their interview date and time. Interviews are with the Admissions Committee and all applicants are asked the same standardized list of questions.
7. Selection is based on a value system assigned to specific criteria. The weight of the criteria is distributed in the following manner:

Most Recent Math and Science Scores	25%
Aptitude Test	25%
Reference Results	10%
Interview Results	40%
8. Following the interviews, the applicants with the highest total number of points shall be considered for acceptance. Official Letter gives acceptance notification.

## Prerequisites for Admission (Minimum Prerequisites)

Applications for the new classes that start in July of each year may be obtained from the Web at [www.citizensmedicalcenter.org](http://www.citizensmedicalcenter.org) or by emailing [mjreynolds@cmcvtx.org](mailto:mjreynolds@cmcvtx.org) by calling 361-572-5062 and leaving your name, address and telephone number. Please speak clearly and slowly when leaving your request.

Applications will be accepted beginning October 1<sup>st</sup> of every year and close about December 31<sup>st</sup> of every year.

**All prerequisites must be completed and Official transcripts received by the Program Director by December 31<sup>st</sup> of every year. Please have your High School Transcript sent immediately when you apply.**

### Applicant Prerequisites – Grades due by December 31:

	1 course	High School or College Algebra
	1 course	High School or any College Biology course
	1 course	Second High School or College Science Course other than Biology, college preferred.
	3 credit hours	<u>Any College math course</u>
	3 credit hours	<u>College Communication</u> course Communication whose course description includes Write, read, speak and listen critically <b>or</b> Develop the ability to perceive, gather, organize and present information <b>or</b> Locate, evaluate and synthesize material from diverse sources and points of view. Suggest SPCH 1318 or SPCH 1321 at Victoria College.
	9 credit hours	<u>Any additional College General Education*</u> courses in any combination from the following categories. Information Systems, Natural Sciences courses are preferred, however classes from the Social / Behavioral Sciences or Humanities / Fine Arts may also be taken.
<b>Other Courses*:</b>		
	1 course	College Medical Terminology – Must be completed before entering the Radiology program.
*General Education courses must be core classes to obtain a degree. Classes such as Physical Education will not be counted in the 9 credit hours other courses required.		
College credit hours must total 15 credit hours to be divided as stated above.		
<b>NOTE: A Minimum grade of "C", or 75 points is required in all courses.</b>		

# Citizens Medical Center Radiography Program

## Technical Standards for Admission

In order to perform all the clinical assignments of the Program of Radiography and perform all the procedures that would be required of a diagnostic radiographer in the work force, the applicant for admission to the Program should be able to perform the following skills:

1. Communicate effectively with patients and personnel.
2. Reach the x-ray tube, standard utilization at 5 ‘ 3”.
3. Physically assist a patient onto and from an x-ray table.
4. Lift and carry radiography equipment weighing less than 50 pounds.
5. Safely assist a patient on and off a stretcher or in and out of a wheelchair.
6. Safely transport a patient by stretcher or wheelchair to various locations in the institution.
7. Visually distinguish information displayed on a radiograph.
8. Demonstrate a pleasant disposition, courtesy, a good attitude, respect, and enthusiasm.

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### Choose the statement which best describes your situation.

\_\_\_\_\_ **I have read the technical standards and feel I can perform them with no corrections.**

\_\_\_\_\_ **I have read the technical standards and feel that I can perform them with the aid of corrections. (Hospital Administration and Human Resources would decide reasonable accommodations).**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**APPLICATION FOR ADMISSION**

**Citizens Medical Center School of Radiologic Technology**

2701 Hospital Drive, Victoria, TX 77901  
 Phone 361.572.5062 Fax 361.572.5091  
 e-mail address: mjreynolds@cmevtx.org

PLEASE PRINT OR TYPEWRITE:

Maiden Name \_\_\_\_\_

NAME \_\_\_\_\_  
 Last First Middle

SSN \_\_\_\_\_  
 Social Security Number

PHONE NUMBERS \_\_\_\_\_  
 Work/Cell Home

ADDRESS \_\_\_\_\_ Email: \_\_\_\_\_  
 Street City State Zip

NAME OF NEAREST RELATIVE \_\_\_\_\_  
 Last First Middle

IN CASE OF EMERGENCY, CONTACT: \_\_\_\_\_  
 Last First Middle

RELATIONSHIP \_\_\_\_\_ PHONE # \_\_\_\_\_

**EDUCATION**

School	School Name	Location/ Phone	Degree	Year Graduated
High School- <i>Send transcript immediately</i>				
GED				
College				
Graduate				
Special Training				

**NOTE: Please include all colleges or universities that you have attended and request that ALL transcripts be sent directly to our office. If you need additional space, please use the back of this page.**

**EMPLOYMENT**

<b>Dates From / To</b>	<b>Employer Name</b>	<b>Address</b>	<b>Phone</b>	<b>Position</b>

**Note:** Please include all employment. The selection process includes points awarded for previous work experience. You will miss valuable points if you fail to list all of your employment history. If you need additional space, please attach another page to this application.

**Have you ever been convicted of a felony?**  Yes  No  
**Have you ever been convicted of a misdemeanor?**  Yes  No

**If yes, explain:**

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Please read the section on “Technical Standards” contained in your information packet. Do you have any physical limitations that would prevent you from performing any of the duties listed?  Yes  No

**If yes, explain:**

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**Note:** Citizens Medical Center School of Radiologic Technology does not discriminate against any individual because of race, creed, color, gender, disability, age, religion or national origin.

**I hereby affirm that all statements and answers made on this application are true and complete, to the best of my knowledge. By signing this application, I also attest to the fact that I am now or will be eighteen years of age or older by the time the class for which I am applying begins.**

**Date** \_\_\_\_\_ **Signed** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Parent or Guardian if Applicant is a Minor**

**NOTE: On the back of this application, describe in some detail your reason for choosing Radiologic Technology as a career. Your application will be returned to you if it is incomplete.**

# Citizens Medical Center School of Radiologic Technology

## Mission & Goals

**It is the mission of Citizens Medical Center School of Radiography to produce high quality entry-level radiographers.**

### **Citizens Medical Center School of Radiologic Technology Goals:**

1. Students will be clinical competent
2. Students will demonstrate knowledge, comprehension and application of critical thinking and problem solving skills.
3. Students will communicate effectively.
4. Students will understand the importance of Professional Development, Growth, Ethics and value of Radiographers
5. Graduates will be employable and meet the needs of the community.

# Citizens Medical Center School of Radiography

## **If you need to refresh your education, the following courses may help you**

Recommended courses that will aid you when selecting a career in Radiologic Technology. These College Courses are separate from Citizens Medical Center School of Radiology prerequisites and are **not required to be taken for Admissions to our program. Although you may choose to use some of these to take care of your prerequisites.**

College courses specific to Health Science or Allied Health careers could be very helpful in your pursuit of Radiological Technology. These suggestions are based on your individual career plans. In preparation for the 24 month Program of Radiography, the following courses are recommended:

- Courses from this selection are for the individual who does not have an adequate background in Math and Science and does not intend to pursue a College degree.

Biology 1408, 1409, 2404

Math 0303, 1314

Medical Terminology 1310

- Courses from this selection can be chosen if the individual has an adequate background in Math and Science and would like to enhance or improve their academic standing or pursue a College Degree.

Biology 2401, or 2402

Chemistry 1405 or 1407

Math 1314

Physics 1401 or 1402

## Articulation Agreement between Citizens Medical Center Radiography Program & Victoria College for an Associate of Science Degree at Victoria College.

Citizens Medical Center School of Radiologic Technology has an agreement with Victoria College in that upon graduation from our school, if you take the required courses from below, then Victoria College will award you an Associate of Science Degree at Victoria College.

Since you are required to take 15 college credits as prerequisites into our program, it might be a good idea to double check the Victoria College core classes or accepted transfer classes and plan for your prerequisites to satisfy the following categories.

<u>Victoria College Courses:</u>		<u>School of Radiology Prerequisites</u>	
English Composition	6 semester hours		
Social / Behavioral Science	3 semester hours		
History	6 semester hours		
Computer Science	3 semester hours	Recommended Prerequisite	3
Math	3 semester hours	Required Prerequisite	3
Physical / Life Sciences	8 semester hours	Recommended Prerequisite	6
Political Science	6 semester hours		
Physical Activity	2 semester hours		
Humanities	3 semester hours		
Performing Arts	3 semester hours		
Communication	3 semester hours	Required Prerequisite	3
Totals	46 semester hours		15

You may have to meet other requirements to complete your degree plan.

# Citizens Medical Center School of Radiography

## **Graduation Requirements:**

1. All Course Averaged Academic Grades 80% or Better
2. All Clinical Averaged Grades 85% or Better
3. Pass Registry Review tests & Mock Registry with 80% or Better
4. Final 10 Clinical Exams with Averaged 85% or Better
5. Time off does not exceed 21 days per year
6. Successfully Load the Cine Camera under Clinical Instructor's supervision.

## **Tuition and Fees:**

Tuition and Fees are approximately \$1,225.00 dollars. This figure breaks down as follows:

Application fee	\$25.00
Tuition	\$1,000.00
Uniforms	\$200.00 (Approximate cost - Student is responsible for purchasing

Tuition breaks down in the following way:

\$50.00 dollars Admissions Fee required with return of Letter of Agreement.

\$475.00 due before or on the first day of class

\$475.00 due within one month of the beginning of class.

## **Refunds:**

If the student withdraws after the first month, they must return their books to receive \$200.00 dollars refund. If the student withdraws within the first month and has paid the full tuition, they must return their books to receive \$200.00 dollars refund, otherwise there are no refunds. If the student withdraws within the first month and has not paid the full tuition, they will return the books and receive no refund.

## **Transfer Policy:**

### **ADMISSION PROCEDURE FOR SECOND YEAR STUDENT TRANSFER**

1. Follow standard admission procedure except observation day; refer to "criteria of admission" informational sheet in application packet.
2. Deadline for application for transfer is mid June each year.
3. Provide official transcripts and course descriptions of radiography curriculum taken. Credit will be given for comparable course work.
4. Provide copy of clinical competency system scores and record.
5. Submit letter of recommendation from present program director.
6. Transfer students will be interviewed by members of the Admission committee after all of the above items are received. It is their decision which will determine the transferal.

### **ADDITIONAL CONDITIONS OF TRANSFER STUDENTS:**

Transfer students must be in good academic standing at previous institution. The transfer student needs to have completed at least first twelve months of education in radiologic technology. No more than two months absents from radiologic education may occur before transfer. All is dependent on there being an opening in the class appropriate for transfer.