

CASPER COLLEGE RADIOGRAPHY PROGRAM ADMISSION GUIDE

2015/2016



Revised 02/6

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Casper College Admissions Requirements

1. Students may take classes at Casper College as non-degree seeking students, but the faculty recommend that those interested in Health Science programs apply as degree seeking students. This allows the student to take full advantage of formal academic advising.
2. To apply as a degree-seeking student, the applicant must:
 - a. Submit a completed Casper College application for admission to Enrollment Services. Available online: www.caspercollege.edu A-Z index
 - b. Submit applicable transcripts, immunization records and test scores, see the online catalog for specific eligibility requirements.

When the above documents are received, and the applicant is admitted, Enrollment Services Office will invite the applicant to advising and registration. Please note: all Health Science programs have a competitive selection process, application deadlines and materials, and pre-requisite course work. Please review the department's online information at www.caspercollege.edu. (Athletic Training, Medical Lab Technician, Nursing, Occupational Therapy Assistant, Paramedic Technology, Physical Education, Pharmacy Technician, Radiography, Respiratory Therapy)

Casper College Department of Radiography

Thank you for expressing an interest in the Casper College Radiography Program. Our program spans two years of both academic and clinical education, at the completion of which the student is awarded an Associate of Science Degree. The Casper College Radiography Program is fully accredited by the Joint Review Committee on Education in Radiologic Technology located at 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-2901. For more information on the program accreditation you can visit their website at JRCERT.org.

Once accepted to Casper College you will be a Health Science Major with an emphasis in radiography. After you complete the prerequisite courses outlined in the catalogue with a 2.3 GPA or higher, you will be eligible to apply for the program, and may be selected to interview for one of the twenty student positions in the program. The deadline for application is February 15th of each year, and the interviews will take place in April. The program begins in April with the online Introduction to Radiography course and continues for the two-year period. Please review the checklist for admissions to the radiography program enclosed in this packet for more information on the application process.

Casper College is an excellent school. Our three on campus x-ray labs are state of the art digital units which provide hands on experience to our students for practice on positioning manikins. The Casper College campus is large enough to provide high-level instruction, yet small enough that the student receives individualized attention. We are also fortunate to have excellent clinical settings in Casper, Gillette, Sheridan, and Douglas for students to gain hands on experience in the field of radiology. Students can select locations in Casper or in one of the outside communities to complete the clinical portion of their radiography education. Clinical rotations include shifts on days and evenings and may require some same day travel. For example, students completing their clinical in Casper may do a four to six day rotation once per semester in Douglas which is a 45 mile drive. Lecture and lab courses are offered on the Casper College campus in a weekly block type schedule. All students are required to attend on campus lecture/lab courses. Students attending clinical in outside communities will be required to come to the Casper campus once per week for lecture/lab classes.

Please review the information I have enclosed in this packet. It will outline the necessary prerequisites for program eligibility. If there is anything I might do to provide you more information or to answer any questions, please feel free to call me. We also extend an invitation for you to visit our campus. If you would like a tour, call the Admissions office at 1-800-442-2963 or 1-307-268-2491, and they will be happy to make arrangements. If you have the opportunity to visit our campus, please come by and see me.

Sincerely,

Laurie Weaver
Casper College Radiography Department
Program Director
125 College Drive
Casper, WY 82601 307-268-2587 lweaver@caspercollege.edu

About the Profession of Radiologic Technology

A radiologic technologist or radiographer utilizes x-ray equipment to create images of tissues, organs, bones and vessels of the body. The two year Associates of Science Program at Casper College prepares the student to enter the field of radiology through study in anatomy, radiation physics, pathology and other science and health related areas. You'll also learn to use computers to acquire, manipulate the radiographic images, archive and send them to a variety of health care settings. You will learn to work with some of the most technologically advanced equipment in the medical field. Other essential parts of a radiographer's job include communicating with patients, utilizing critical thinking skills to perform medical imaging procedures, and working together with other members of the health care team to provide effective patient care.

Radiographers are employed in many health care settings including specialized imaging centers, urgent care clinics, hospitals, physician's offices, as well as in the education and administrative settings. Some radiographers continue their education and specialize in mammography, computed tomography, magnetic resonance imaging, sonography, nuclear medicine, interventional procedures, radiation therapy, and other imaging modalities. The opportunities in the imaging field are immense, and the possibilities exciting.

What makes a career in radiologic technology worth a closer look? First, as a radiologic technologist, you'll be on the cutting edge of scientific progress, working with the latest advances in medical care. You'll also be a member of one of the fastest growing professions in the country. Experts predict job openings will be plentiful well into the future. Most importantly, you'll be a vital member of the patient care team, a radiologic technologist provides the care that leads to diagnosis, treatment and cure of a patients illness.



Some of this information was taken from the ASRT brochure "Take A Closer Look"



Casper College Radiography Program Admissions Checklist

ARE YOU READY TO APPLY?

Complete the following checklist to find out if you are ready to apply for admission to the Radiography Program. If you have any questions, call Laurie Weaver at 307-268-2587 or E-mail at lweaver@caspercollege.edu.

Applications due February 15th

STEP ONE

- Have you applied for admission to Casper College as a degree seeking student with a major in Health Sciences and an emphasis in pre-radiography? All transcripts from previous college coursework must be on file in the Enrollment Services Office.

STEP TWO

As of January of the year you are applying for, will you meet the prerequisites or be currently enrolled in the following courses? Midterm grades will be used in the application ranking process if the student has not completed the course by February 15th of the year applying. Students are responsible for submitting midterm grades for prerequisite courses still in progress during the application period.

- ENGL 1010 English Composition I
- MATH 1400 Pre-Calculus Algebra
- ZOO 2040/2041 Human Anatomy and/or
- ZOO 2110 Human Physiology (ZOO 2040,2041 & 2110 must be completed prior to graduation)
- HLTK 1200 Medical Terminology
- HLTK 1625 Basic Life Support for Health Care Providers

STEP THREE

- Is your cumulative GPA 2.3 or greater?
- Have you observed the activities in a radiology department for a minimum of 8 hours and have completed the program observation form and questions? Call Laurie Weaver at 268-2587 to set an appointment. If observing at the Wyoming Medical Center students will need to complete a non-employee packet available through the WMC HR department and have proof of current immunization records to include a PPD (TB) skin test and flu shot (fall).
**** Deadline to complete observations at the Wyoming Medical Center is the end of the fall semester. No observations are scheduled during finals week.**
- Can you comply with the Core Performance Standards (located in this guide), including CPR certification for the healthcare professional?
- No prior misdemeanor or felony convictions – to be eligible to take National Registry. See program director for more information.

- Send all current/previous college transcripts to Enrollment Services and Radiography Program Director.

STEP FOUR

- Complete and return the Radiography Program Application for Admission and two reference letters by February 15th.

Send two recommendation letters to Laurie Weaver by February 15th.

- One from your most recent employer addressing: sense of responsibility, reliability, and capability of working with limited supervision and having interest/pride in the job
- One from anyone other than a family member who can attest to your honesty, sincerity, and the ability to work in a team setting.

If you have successfully completed all the items on this checklist you are ready to apply for admission to the Radiography Program.

Selection Criteria:

*After all of the above steps are completed and you qualify as one of the top applicants, you will be invited in April to interview for admission into the program. Interview selection involves a ranking of cumulative GPA and pre-requisite course grades. (Midterm grades will be used if courses are still in progress.) The interview consists of questions that assess communication skills and knowledge of the profession based on your hospital observation or other health care experience. A group of 6-8 people will be on the selection committee. The committee is made up of clinical staff and administration, college faculty, a radiography program student, and a community member.

STEP FIVE

If you are accepted into the program, which starts in May, you must meet the following requirements:

- Complete the Hepatitis B vaccination series: First of the series must be completed prior to the start of clinical education.
- Provide evidence of two MMR immunizations.
- Pass Wyoming Medical Center's drug screening prior to starting clinical education. Undergo a background check through the Wyoming Medical Center Human Resources Department.
- Provide evidence of current health insurance and a two-step PPD skin test.
- Complete a health exam by your physician prior to starting the program.
- Provide evidence of Chicken Pox immunization or provide a signed statement that you have had the chicken pox.
- Provide a copy of your current driver's license and auto insurance card.
- Provide proof of the flu shot each fall semester.
- Be 18 years of age at the time you enter the program.

It is recommended that if you have not had experience working in a health care setting that you arrange for some volunteer time in a health care facility. Examples include: Long Term Care, hospital, clinic, etc.

CASPER COLLEGE STUDENT ACADEMIC RECORD ASSOCIATE DEGREE PROGRAM IN RADIOGRAPHY

	PREREQUISITE COURSES: These courses must be completed prior to starting the program.	CRS	SEM/YR	GRADE	
PRE - RAD	ZOO 2040/2041 Human Anatomy	4			
	ZOO 2110 Human Physiology	4			
	MATH 1400 Pre-Calculus Algebra	4			
	ENGL 1010 English I	3			
	HLTK 1200 Medical Terminology or Equivalent	3			
	HLTK 1625 BLS	.33			
	GENERAL EDUCATION COURSES – It is helpful to have the courses listed below completed prior to admission to the program, however they can be taken while a student is in the program.				
	ENGL 1020 English Composition II	3			
	POLS 1000 US and Wyoming constitutions Cultural Environment	3			
	PSYC 1000 General Psychology <i>or</i>	3			
	SOC 1000 Sociology	3			
	COSC 1200 Computer Information Systems	3			
	PE	1			
	FIRST YEAR	Spring I (April)			
*RDTK 1500 Introduction to Radiologic Technology: 4 Week online course for those accepted into the program		1			
Summer (May)					
*RDTK 1530 Patient Care and Management		2			
*RDTK 1580 Radiographic Positioning I		2			
Summer I (June/July)					
*RDTK 1710 Clinical Education I		2			
Fall I					
*RDTK 1610 Radiographic Imaging I		3			
*RDTK 1680 Radiographic Positioning II		2			
*RDTK 1810 Clinical Education II		3			
*RDTK 1830 Pharmacology for Radiographers		1			
Spring 1					
*RDTK 1640 Radiographic Imaging II		3			
*RDTK 1910 Clinical Education III	3				
*RDTK 2580 Radiographic Positioning III	2				
HLTK 2200 Sectional Anatomy: Can be taken prior to admissions to program after completion of ZOO 2040/2041/2110	3				
SECOND YEAR	Summer II				
	*RDTK 2710 Clinical Education IV	2			
	Fall II				
	*RDTK 2640 Radiation Biology & Protection	2			
	*RDTK 2630 Radiographic Pathology	2			
	*RDTK 2810 Clinical Education V	5			
	Spring II				
	*RDTK 2910 Clinical Education VI	5			
*RDTK 2930 Transition from Student / Radiographer	2				
Total Credit Hours 32 General Education/ 42 Program		TOTAL HRS REQUIRED: 74 Credit Hours			

*RDTK courses can only be taken once a student is accepted into the radiography program.

*Recommended Coursework: High School physics or chemistry or equivalent college course.

Associate Degree for Radiography Education at Casper College Estimated Expenses

Prospective students should refer to the current Casper College catalog for tuition and fee rates. In addition to tuition and fees, the following expenses and supplies are estimated for the **first semester** of the radiography program:

First Semester: refer to the current Casper College catalog for tuition and fee rates.

- Background check/Drug screen \$100
- Books (approximate: e-book price may be less) \$400
- Uniforms and lab coat \$200
- Eye protection \$12
- Chicken pox titer \$2.50
- Chicken pox vaccine x2 (at Public Health) \$100 each if negative titer
- Hepatitis titer \$30
- Hepatitis immunization series \$90
- MMR titer \$2.50
- MMR vaccine \$50
- Health insurance - if not covered by another policy \$750 annually (2009-2015)
- Flu vaccination \$15 (approximate)
- At this time the use of e-books is optional and Casper College Radiography Program dictates no requirement for personal mobile electronic device; however, if a student is interested in acquiring a mobile electronic device, the Apple iPad is strongly recommended.

Casper College provides, at no expense to students, liability (malpractice) insurance while radiography students are engaged in their clinical lab activities. As is stated in the catalog, students are responsible for their own transportation and its related expenses.

Expenses for the second semester include: refer to the current Casper College catalog for tuition and fee rates.

Books and supplies (approximate) \$200-350

Expenses for the third and fourth semester include: refer to the current Casper College catalog for tuition and fee rates.

- Books and supplies (approximate) \$200-350
- Health insurance (if not covered by another policy) \$750 annually (2009-2015)
- Cap and gown fee \$25
- Application for Wyoming Radiography license \$185
- ARRT exam \$200
- Flu vaccination \$15 (approximate)
- Background check update \$40

If you are applying for financial assistance you may be eligible for an increase to your expense budget based on the above estimated expenses. Please contact the office of Student Financial Assistance for instructions on how to request an expense review.

TRANSFER STUDENTS/ADVANCED PLACEMENT

Students wishing to transfer into the Casper College Radiography Program from another radiology program are subject to the following requirements:

1. Space availability.
2. The program the student is transferring from must be JRCERT accredited.
3. Student must have a 2.3 GPA or higher.
4. All transcripts must be reviewed by the Casper College Radiography Program Director to compare curriculum. Syllabi and course descriptions may be requested. Program Director will consult college registrar for transferability.
5. Two letters of recommendation: One from the current program director and another as a character reference.
6. A personal interview will be held with the student and conducted by a committee to include the CC program director, CC clinical coordinator, a representative from one of the clinical sites, and another outside individual.
7. The applicant must meet all the requirements of the Casper College Radiography Program.
8. The applicant will be subject to the clinical site's drug and alcohol screening.
9. The student may be required to prove clinical and didactic competence in areas previously studied to determine appropriate academic level of the applicant.
10. Must apply and be accepted to Casper College and have transcripts reviewed by the college registrar for transferability of general education and radiography courses.

Other Clinical Education Requirements Casper College Radiography Program

Background Check and Drug/Alcohol Policy

Students enrolled in any of the health science programs will participate in clinical experiences in a variety of agencies. Prior to participating in the clinical experiences, students will be subject to that agency's requirements for a background check, drug testing and drug abuse prevention policies. Students are then subject to the random drug testing policy of that agency.

Following graduation, several of the state and/or national licensing or certification (registry) boards, including the American Registry of Radiologic Technologists (ARRT), may refuse to allow a graduate to sit for the required exam or issue a license or certification to a person who has a prior felony conviction or proven history of drug or alcohol abuse. Applicants to whom this applies should consult the program director for further information.

Clinical Accessibility Policy

The Casper College Radiography Program utilizes a variety of health care agencies in the community for clinical experience for the students. If you have been employed in one or more of the agencies and are not eligible for rehire as an employee, the agency may not permit you to participate in the essential clinical component of the program.

Please contact the Human Resources department of the affected agency and request documentation from HR that states the agency position on you participating in the clinical component of the program. If you receive a negative response from the agency, you are **automatically ineligible to apply**. A response indicating you **will be permitted** to attend clinicals in the agency will be given to the program director prior to the selection process for admission to the program. If you are unable to fulfill clinical requirements due to a previous employer issue and have not complied with the above, you could be dismissed from the program.

Clinical Rotations

Students accepted into the Casper College Radiography Program are required to complete a specified number of clinical hours in the hospital or clinic setting. Students should be aware that some of these hours require evening shifts as well as some same day travel. For example, students completing their clinical in Casper may do a four to six day rotation once per semester in Douglas which is a 45 mile drive. Lecture and lab courses are offered on the Casper College campus in a weekly block type schedule. All students are required to attend on campus lecture/lab courses. Students attending clinical in outside communities will be required to come to the Casper campus once per week for lecture/lab classes.



Core Performance Standards for Students Seeking Admission to a Health Sciences Program

For admission and progression in a Casper College Health Science Program, a qualified individual is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program. The Health Science fields are practice disciplines with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements, a list of "Core Performance Standards" has been developed. These standards are part of program courses, and some of the standards are more prevalent than others. These standards will be used to assist faculty, the Program Director, and the School of Health Science Dean in determining whether a student meets the essential eligibility requirements for admission and progression in the program. These standards should also be used to assist students in determining whether accommodations or modifications are necessary for the student to meet program requirements. Students who identify potential difficulties with meeting the "Core Performance Standards" must communicate their concerns to the Accommodative Services Counselor as well as the Program Director. Determination is made on an individual basis as to whether a student meets the essential eligibility requirements or whether or not the necessary accommodations or modifications can be made reasonably for participation in the Health Science program.

ISSUE	STANDARD
Critical thinking	Critical thinking ability to exercise non-clinical and clinical judgment in a timely manner
Interpersonal	Interpersonal abilities sufficient to interact professionally and therapeutically with peers, faculty, staff, administrators, patients/clients, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds
Communication	Communication skills sufficient for interaction with peers, faculty, staff, administrators, patients/clients, families, and groups in verbal, nonverbal, and written form
Mobility	Physical abilities sufficient to move from room to room, safely perform treatments/procedures and assist patients/clients; lift and transfer patients/clients; manipulate equipment; walk and/or stand for extended periods of time
Motor skills	Gross and fine motor skills sufficient to provide safe and effective patient/client care
Hearing	Auditory ability sufficient to monitor and safely assess health needs
Visual	Visual ability with or without corrective lenses sufficient for observation and assessment necessary in safe patient/client care
Tactile	Tactile ability sufficient for physical assessment of patient/client
Professionalism	The ability to understand and demonstrate sufficient respect for others in non-verbal, verbal, and written communication in the classroom, laboratory, clinical settings, in the Casper College community, and in related public settings. The ability to demonstrate sufficient understanding of the cumulative effect that behavior, appearance, and communication has on the health science professional image.

Approved by attorney, J. Z. Norman

Casper College Radiography Program Mission, Goals, Learning Outcomes

Program Mission

The Associates of Science Radiography Program at Casper College provides education to produce competent medical radiographers eligible for employment or advanced education, by offering high quality educational and clinical experiences.

Casper College Radiography Program Goals and Outcomes:

I. Clinical Performance and Competence

Students will produce high quality images by possessing the knowledge, clinical application, radiation safety practices and patient care skills needed to meet the needs of the radiography community as entry level radiographers.

Outcomes:

- A. Students will apply proper principles of radiation protection in regard to patient, self and others.
- B. Students will utilize knowledge of anatomy, positioning, and physiology to demonstrate proper structures on the IR
- C. Student will demonstrate a working knowledge of appropriate patient care skills for radiographic procedures.

II. Problem Solving and Critical Thinking

Students will demonstrate sound problem solving and critical thinking skills necessary to function effectively in the clinical setting.

Outcomes:

- A. Student will demonstrate the ability to compensate for varying patient conditions
- B. Student will be able to, while critiquing images identify and initiate changes needed to produce a quality image.

III. Communication

Students will communicate effectively with patients, peers, and other members of the healthcare team. Through effective communication students will function as a productive member of the healthcare team.

Outcomes:

- A. The student will provide effective patient education techniques for various imaging procedures through efficient communication skills.
- B. The student will communicate effectively with their peers and other health care professionals.

IV. Professional Growth and Development

Students will understand the purpose and importance of professional values, ethics, continuing education, leadership and lifelong learning.

Outcomes:

- A. The student will demonstrate an appropriate professional work ethic in the clinical setting.
- B. The student will demonstrate continued professional growth after graduation.

V. Program Effectiveness

Graduates will fulfill the needs of the health care community. The program will provide the community with graduates who are able to function as an active member of the health care team.

Outcomes:

- A. Students will complete the program.
- B. Graduates will pass the ARRT examination on the 1st attempt.
- C. Graduates who are seeking employment will find jobs within 6 months post graduation.
- D. Graduates will indicate satisfaction that the program adequately prepared them for the profession as an entry level radiographer.
- E. Employers will indicate satisfaction that graduates of the program were adequately prepared as entry level radiographers.

Casper College Radiography Program

Upon completion of the Associate of Science degree radiography program, the graduate will be able to/will:

1. Synthesize and apply knowledge from the biological, physical and radiographic sciences to provide humanistic patient care;
2. Perform radiographic skills in a manner safe to the patient, other health team members, and self within the professional scope of practice;
3. Adapt radiographic positioning skills to various body habitus;
4. Adapt radiographic technique to various pathological conditions;
5. Adapt radiographic technique to accommodate different machines and/or equipment;
6. Collaborate with other members of the health team and supervise others less skilled in the technical aspects of radiography;
7. Critique images for accuracy of positioning and technique to meet the satisfaction of the radiologist;
8. Administer diagnostic radiation so as to minimize radiation exposure to the patient, other health professionals and self;
9. Demonstrate responsibility for continued personal and professional growth and education;
10. Pursue an advanced degree in radiography, should he or she so desire;
11. Effectively utilize communication skills within the health care setting;
12. Utilize skills to successfully incorporate critical thinking and problem solving skills within the health care setting;
13. Learn more effectively by providing an on campus lab that was adequate and contributed to the effective learning used in the clinical setting;
14. Provide adequate patient care and management skills during radiographic procedures;
15. Practice within the profession's ethical and legal boundaries to meet the needs of the patient and health care community.

CASPER COLLEGE RADIOGRAPHY PROGRAM CLINICAL OBSERVATION FORM

As part of the radiography program application process the student is required to perform an 8-hour observation in a radiology department. The observation format is as follows:

Observation objective: The observation period is designed to introduce to the student the role and responsibilities of a radiographer. (See checklist on the following page for more specific objectives.) The student is required to complete this form as well as have the supervising technologist sign in the appropriate space. **After the form is complete, please return it along with the answered questions to Laurie Weaver at Casper College.**

The student must follow the listed guidelines during the observation:

1. **Attire:** Dress presentably to portray a professional attitude that the program wishes to instill in its students. No t-shirts, shorts, or jeans can be worn.
2. **Confidentiality:** Patient confidentiality must be maintained at all times. The applicant must not discuss patients, procedures, or results encountered during the observation. I understand the importance of patient confidentiality and by signing below agree to keep all patient information private and confidential.
3. **Asking Questions:** Applicants may feel free to ask questions, but should refrain from asking them in front of patients.
4. Please complete the questions listed below on a separate piece of paper and return them along with this form.
5. **If observing at the Wyoming Medical Center the student must complete a non-employee packet prior to the observation period. Contact the WMC Human Resource Department for the packet and instructions.**
6. Review and sign the clinical observer guidelines form.

**** Deadline to complete observations at the Wyoming Medical Center is the end of the fall semester. No observations are scheduled during finals week. See program director to schedule observation appointment**

Applicants Name _____

Facility Name _____

Observation Date _____

Hours observed _____

Technologist Signature _____

Questions to be completed by applicant and attached to completed form as part of application process.

1. List the general responsibilities of the radiographer.
2. What interactions does a technologist have with patients? Physicians? Other allied health professionals?
3. Describe why mathematics and sciences are important prerequisites for a technologist.
4. List the exams you observed. Give a brief explanation of each.
5. Discuss the importance of professional behavior in the imaging department.

Casper College

Radiography Program

Observer Check-list

The observation day is designed to introduce the student interested in learning more about the radiography profession to a variety of experiences within the diagnostic imaging department. To help facilitate your experience, please utilize this check-list as you complete your observation. It may be impossible to see all of the areas listed on this form, however you can use this as a guide to see as much as possible.

You should not spend more than 1 hour in each of the areas listed under diagnostic and therapeutic specialties. A majority of your observation should take place in the Radiology Department area. If you feel you did not gain enough information during your observation please feel free to schedule another time.

Radiography Department	Location	Check when completed
Quality Control Area	Interior of Radiology Department	
Fluoroscopic Exams	Rooms 1 and 4	
Portable Procedures	Emergency Room Patient Room	
General diagnostic procedures: Example- Chest exams, extremities, spines, etc.	Radiology Department Rooms 2, 3	
Diagnostic/Therapeutic Specialties		
Nuclear Medicine	1 st Floor WMC	
Ultrasound	1 st Floor WMC or CMI	
MRI	Wyoming Imaging Center	
CT	1 st Floor WMC: Radiology Department	
Radiation Therapy	Where available	
Interventional Imaging		

**** Deadline to complete observations at the Wyoming Medical Center is the end of the fall semester. No observations are scheduled during finals week.**

Casper College Radiography Program

Clinical Observer Guidelines

Your observation takes place in a professional health care setting. To facilitate a positive experience for you and the facility you are observing at the following guidelines have been developed.

Listed below are guidelines for you to follow during your radiography program clinical observation. Please read the guidelines and after clarifying any questions you might have sign at the bottom stating you understand your role as an observer.

The signed form must be turned into Laurie Weaver prior to your observation.

1. **Attire:** You are expected to dress appropriately and exhibit a professional appearance while in the health care setting. Jeans, shorts, and t-shirts are not allowed. Please wear dress slacks with an appropriately fitting shirt and comfortable shoes (no sleeveless or low cut shirts allowed). Visible piercings other than earrings are not allowed. Hair that is shoulder length or longer must be pulled back. Strong smelling perfumes or colognes should not be worn. Cell phones must not be used during the observation.
2. **Confidentiality:** Patient confidentiality must be maintained at all times. You must never discuss patients, procedures, or results encountered during your observation.
3. **Questions:** Feel free to ask questions, but you should refrain from doing so in front of the patients.
4. **Professional Behavior:** You are expected to maintain professional behavior at all times in the health care setting. Inappropriate language and conversation with patients, physicians and staff is unacceptable and you will be asked to leave the facility should this occur. Voices should be kept low so they do not disturb other procedures being performed in the department.
5. **Patient Contact:** Please remember that you are there as an observer. Your non-employee status does not give you access to direct patient care.
6. **Pregnancy:** If you think you might be pregnant please inform the clinical instructor or program director prior to your observation.
7. **** Deadline to complete observations at the Wyoming Medical Center is the end of the fall semester. No observations are scheduled during finals week.**

I have read and understand the Casper College Clinical Observation Guidelines. I have had an opportunity to ask questions in regard to these guidelines:

Print Name

Sign Name

Date



CASPER COLLEGE

RADIOGRAPHY PROGRAM APPLICATION FOR ADMISSION

PLEASE TYPE OR PRINT

1. Name _____
 (Last) (First) (Middle)
2. Name _____
 (Different from above that may appear on your records)
3. Home Phone _____ Work Phone _____ Cell _____
4. E-mail Address _____
5. Present Mailing Address _____
 Street City State Zip
6. Permanent Address _____
 Street City State Zip
7. High School _____
 (City) (State)
 Year Graduated _____
8. College and/or other post high school education attended: It is your responsibility to be sure that the Enrollment Services Office and the Radiography Program Director has your transcripts from other colleges/universities.

9. Have you applied to Casper College? Yes ___ No ___
 (A completed Casper College application must be on file in the Admissions Office)
10. In which courses are you now enrolled? _____
 Where? _____
11. Please circle your preferred clinical site: **Casper Gillette Sheridan Douglas**

MAIL THIS APPLICATION TO: Laurie Weaver
 Casper College
 125 College Drive
 Casper, Wyoming 82601

Date _____ Signature _____ Year applying for Admission _____

- A) You must complete the prerequisite courses and have a cumulative college GPA \geq 2.3 to apply to the program (See Checklist provided in this packet)
- B) Deadline for application and transcripts submission is February 15th.
- C) Notification of interview can be anticipated in March or April.

D) Must be 18 years of age or older at the time you enter the program