

# **CASPER COLLEGE RADIOGRAPHY PROGRAM ADMISSION GUIDE**

## **2019**



Revised 1/18

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### Casper College Admissions Requirements

1. Students may take classes at Casper College as non-degree seeking students, but faculty recommends 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:  
Submit a completed Casper College application for admission to Enrollment Services. Available online: [www.caspercollege.edu](http://www.caspercollege.edu) A-Z index  
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](http://www.caspercollege.edu). (Athletic Training, Medical Lab Technician, Nursing, Occupational Therapy Assistant, Paramedic Technology, Physical Education, Pharmacy Technician, Radiography, Respiratory Therapy.)

## Welcome to the Casper College Department of Radiography!

Thank you for expressing an interest in the Casper College Radiography Program! 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 two-year Radiography Program, and may be selected to interview for one of the 20 (approximately) student positions. The deadline for application is February 15<sup>th</sup> of each year, and the interviews will take place in March or April. Prerequisite course RDTK1500 Introduction to Radiography should be taken the spring you plan to apply. The program begins in May with the online Introduction to Radiography course and continues for the two-year period, including summers. Please review the checklist for admissions to the radiography program enclosed in this packet for more information on the application process.

The Radiography Program includes 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.

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, Douglas, and Lander 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 each 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 or email 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!

**Please Note: Email is the official form of communication at Casper College. As a Radiography student, you are required to check your Casper College email at least 3 times a week.**

Sincerely,

Jennifer Harshman  
Casper College Radiography Department  
Program Director Room 104  
125 College Drive  
Casper, WY 82601      307-268-2587      [jharshman@caspercollege.edu](mailto:jharshman@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 Associate 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. Students also learn to use computers to acquire, manipulate, archive and send the radiographic images to a variety of health care settings. Students 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 patient's 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

Jennifer Harshman at 307-268-2587 or E-mail at [jharshman@caspercollege.edu](mailto:jharshman@caspercollege.edu).

**Applications due February 15<sup>th</sup>**

#### STEP ONE

- Apply 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. Send all current/previous college transcripts to Enrollment Services

#### STEP TWO

In January of the year you are applying, you need to have completed the prerequisites, or be currently enrolled in those courses. Midterm prerequisite grades will be used in the application ranking process if the student has not completed the course by February 15<sup>th</sup>. Students are responsible for submitting midterm grades, for prerequisite courses still in progress, in early March. Grades earned in the pre-requisite classes are weighted very heavily: A's are worth more than C's.

- 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
- RDTK 1500           Introduction to Radiography

#### STEP THREE

- Cumulative GPA must be 2.3 or greater. (This program is very competitive – high GPA recommended.)
- Comply with the Core Performance Standards (located in this guide), including BLS certification for the healthcare professional, background check, drug and alcohol policy, clinical accessibility, and clinical rotation requirements.
- You must have a clean criminal record with no prior misdemeanor (other than minor traffic violations) or felony convictions, to be eligible to take the National Registry. You must maintain a clean record for the duration of the Radiography Program, should you be accepted. If you are questioning your eligibility, you may go through the petition process with the American Registry of Radiologic Technologists. If the ARRT allows you to participate, you must then go through the petition process with the clinical facility you will be attending. See program director for more information.

- Attended a Radiography Information Session. The session will be held each fall semester, after advising week. Email Jenny Harshman for specific dates and times at [jharshman@caspercollege.edu](mailto:jharshman@caspercollege.edu). Participants will be observed for their teamwork skills, motivation, level of interest and professionalism. This is not required, but you will earn points toward program eligibility.
- Send all current/previous college transcripts to Radiography Program Director with your Program application.
- Using APA format, write a response to describe the Responsibilities of the Radiographer. This response will be reviewed as part of the selection process. Academic honesty is required – do not plagiarize any part (copy-and-paste, etc.). Answer the following questions:
  1. What are the work 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. Reflect on a time that you were overwhelmed or frustrated at work or school. How did you cope with those feelings? How did you stay motivated? What did you do to feel better? What actions did you take to overcome these challenges and improve the situation?
  5. Discuss the importance of professional and ethical behavior in the imaging department.
  6. Research the cystogram exam.
    - a. Explain the exam
    - b. Describe catheterization
    - c. Do you think the technologist performs the catheterization? Why or why not?
    - d. How could you make the patient more comfortable during this exam?
    - e. What aspects of this exam might be challenging for you as a technologist?
    - f. Look at some urography images online. Do you think this exam might be painful? Embarrassing? How could you reassure your patient?
  7. Cite your sources throughout the entire response, and include a bibliography.

#### **STEP FOUR**

- Complete and return the Radiography Program Application for Admission and two reference letters by February 15<sup>th</sup>.
  - Send two recommendation letters to Jennifer Harshman by February 15<sup>th</sup>.
    - 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 (employer, teacher, coach, etc.).

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 March or 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 Radiology Information Session activities and/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.
- 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.

**If you have not had experience working in a health care setting, it is recommended that that you arrange for some volunteer time in a health care facility if possible. Examples include: Long Term Care, hospital, clinic, etc. Facilities with radiography departments are preferred, but not required.**

CASPER COLLEGE STUDENT ACADEMIC RECORD: ASSOCIATE DEGREE PROGRAM IN RADIOGRAPHY

	<b>PREREQUISITE COURSES:</b> These courses must be completed prior to starting the program.	<b>CRS</b>	<b>SEM/YR</b>	<b>GRADE</b>	
<b>PRE - RAD</b>	ZOO 2040/2041 Human Anatomy <i>or</i>	4			
	ZOO 2110 Human Physiology	4			
	MATH 1400 Pre-Calculus Algebra	4			
	ENGL 1010 English I	3			
	HLTK 1200 Medical Terminology <i>or</i> Equivalent	3			
	RDTK 1500 Introduction Radiologic Technology	1			
	<b>GENERAL EDUCATION COURSES –</b> 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	3			
	Cultural Environment	3			
	PSYC 1000 General Psychology <i>or</i>	3			
	SOC 1000 Sociology	3			
	COSC 1200 Computer Information Systems	3			
	PEAC physical education activity	1			
<b>FIRST YEAR</b>	<b>Spring I (April) Acceptance into Program, Background Check Immunizations &amp; complete</b>				
	<b>Summer (May)</b>				
	HLTK 1625 BLS	.33			
	*RDTK 1530 Patient Care and Management	2			
	*RDTK 1580 Radiographic Positioning I	2			
	<b>Summer I (June/July)</b>				
	*RDTK 1710 Clinical Education I	2			
	<b>Fall I</b>				
	*RDTK 1610 Radiographic Imaging I	3			
	*RDTK 1680 Radiographic Positioning II	2			
	*RDTK 1810 Clinical Education II	3			
	*RDTK 1830 Pharmacology for Radiographers	1			
	<b>Spring 1</b>				
	*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			
	<b>SECOND YEAR</b>	<b>Summer II</b>			
*RDTK 2710 Clinical Education IV		2			
<b>Fall II</b>					
*RDTK 2640 Radiation Biology & Protection		2			
*RDTK 2630 Radiographic Pathology		2			
*RDTK 2810 Clinical Education V		5			
<b>Spring II</b>					
*RDTK 2910 Clinical Education VI		5			
*RDTK 2930 Transition from Student / Radiographer		2			
<b>Total Credit Hours</b> 34.33 General Education/ 42 Program		<b>TOTAL HRS REQUIRED:</b> 76.33 Credit Hours			

\*RDTK courses which can only be taken once a student is accepted into the radiography program. Pre-RAD course substitutions are not allowed. For transcript inquiries please contact Enrollment Services

\*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 summer semester starting in May** of the radiography program:

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

- Background check/Drug screen \$180
- Two-step PPD skin test \$30
- Books (approximate: e-book price may be less) \$400
- Uniforms and lab coat \$300
- Eye protection \$12
- Chicken pox titer \$30
- Chicken pox vaccine x2 (at Public Health) \$100 each if negative titer
- Hepatitis titer \$30
- Hepatitis immunization series \$90
- MMR titer \$30
- MMR vaccine \$50
- BLS Renewal \$40
- Health insurance - if not covered by another policy approx. \$2800 / year
- Flu vaccination \$25 (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 iPad or any laptop 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
- Two-step PPD skin test \$30
- BLS Renewal \$40
- Health insurance (if not covered by another policy) approx. \$2800 / year
- Cap and gown fee \$25
- Application for Wyoming Radiography license \$185
- ARRT exam \$200
- Flu vaccination \$25 (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 will be requested. Program Director will consult college registrar for transferability.
5. Two letters of recommendation: One from the current program director, and another from a faculty member or technologist 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, or misdemeanor other than a minor traffic violation. 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 clinical facility 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 agencies' position on you participating in the clinical component of the program. If you receive a negative response from the clinical facility, 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 will be dismissed from the program.

## Clinical Rotation Requirements

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. A copy of your driver's license, and proof of vehicle and medical insurance, will need to be provided if you are accepted.



## **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.

<b>ISSUE</b>	<b>STANDARD</b>
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. Norma

## **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 immediate 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 1<sup>st</sup> 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 Student Outcomes**

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 attending 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.

