

POLICY G29 Admissions Process (Certificate)

Policy Name: Admissions Process
Policy Category & Number: G29
Person Responsible: Program Coordinator
Approved by: Dean
Effective Date: 2/21/2022
Version: 1.0
Policy Status: Approved

- I. Policy:
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging to have established admission requirements and an acceptance process for all SOMI applicants and students.

- II. Purpose:
The purpose of this policy is to outline the published academic and admissions requirements and outline the acceptance process for the Bon Secours St. Mary's Hospital School of Medical Imaging Radiologic Technology Program.

- III. Scope:
This policy applies to the SOMI applicants and students.

- IV. Policy Details:
Academic Requirements:
Candidates must meet the following minimum academic requirements for consideration:
 - All pre-application courses, listed below, must be from a regionally accredited agency recognized by The American Registry of Radiologic Technologists (ARRT) with a minimum grade of "C" and a minimum cumulative GPA of 2.5
 - Candidate must have earned an associate (or more advanced) degree from an accrediting agency recognized by The American Registry of Radiologic Technologists (ARRT) with a minimum cumulative GPA of 2.5
 - Accreditation agency information can be found at: www.rrt.org

POLICY G29 Admissions Process (Certificate)

Pre-application courses indicated below (*) must have been completed within 5 years of application cycle deadline.

Pre-application courses	Number of credits	Possible Courses (Actual course numbers may vary by institution)
Written/Oral Communications/English	3	ENG 111, ENG 112
Math above level 120*	3	MTH 121, MTH 126
Human Anatomy Part I*	4	BIO 141
Human Anatomy Part II*	4	BIO 142
Information Systems	3	ITE 115, CSC 155
Psychology OR Sociology	3	PSY 201, PSY 202 SOC 200, SOC 210
Medical Terminology	1	HLT 141, HLT 143
Total Credits	21	

Basic Application Requirements:

1. Submit completed application with \$50 application fee no later than the posted deadline for desired application cycle (hand deliver, email, fax, or mail). Applications received after the posted deadline will not be accepted. (See the application Checklist)
2. Submit Official High School Transcripts. The admissions office will confirm all students' transcripts arrive from a high school with a CEEB code, as well as the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the admission office will investigate to confirm the school is recognized by the state department of education or home school association (see link below). If a diploma is determined invalid, a GED may be required for admission consideration.

To search the U.S. Department of Education's Database of Schools, visit the following link below:

<https://www.nacacnet.org/knowledge-center/professional-standards/compliance-center/verification-of-high-school-completion/>

POLICY G29 Admissions Process (Certificate)

3. Submit Official College Transcripts for verification of degree and required pre-application courses. (See Academic Requirements for pre-application courses list)
4. Candidates with previous medical experience must submit proof, i.e. letter of reference or letter from Human Resource representative.
5. Provide two references on School provided [Program Application Reference Form](#).
6. Applicants with misdemeanor or felony offenses are required to complete the American Registry of Radiologic Technologists (ARRT) pre-approval process prior to applying to the School.

This process is conducted by the ARRT and for a fee and can take up to eight weeks. A copy of the ARRT approval must be submitted at the time of application, if applicable. Information about pre-approval can be obtained by visiting the ARRT website at www.arrt.org

Questionable offenses, regardless of how long ago they were committed, must also be cleared by the ARRT prior to completing the application process. Dismissed charges that required action must be reported as well.

Documentation of approval through the ARRT ethics committee must be submitted with application. Failure to receive approval from the ARRT prior to submitting an application packet will result in immediate halt of the admission process.

7. Include a copy of BLS (Basic Life Support) card. Contact Health Educators for CPR certification: 804-553-0460.
8. Attend an [information session](#) offered through the School.
9. Attend one [Observation/Shadowing Session](#). This must be scheduled through the School for a minimum of 3 hours at a Bon Secours facility only.

Admissions Procedure:

Candidates meeting minimum application requirements will be scheduled to take an admission test on a scheduled exam day. Applicants will be notified of appointment by phone or email. The admission exam assesses medical terminology, human anatomy, critical thinking, and basic math. The admissions test is created by program faculty and the program does not provide study materials nor is there a specific book to purchase to prepare for the test.

POLICY G29 Admissions Process (Certificate)

Candidates that obtain a 70% or better on the admissions test will be invited to the school for a personal interview with the admissions committee. Interviews will occur on selected dates prescribed by the committee.

Candidates that score below a 70% on the admissions test will receive a letter of regret.

Once the interview process is complete, candidates will receive a letter of acceptance or regret regarding entry into the program. A standardized point system is utilized for candidate selection. (Acceptance is contingent upon successful completion of requirements established by Bon Secours Richmond Health System including proper immunization, drug screening, background screening, and further required documentation.)

Accepted applicants must be 18 years of age on the first day of class.

Accepted applicants must provide and maintain proof of health insurance.

Candidates must meet minimum physical standards to be considered for acceptance.

Minimum Physical Standards (Essential Functions)

The following physical requirements must be met by students entering the program.

1. **Hearing:** Adequate to receive verbal communication from patients needing assistance and from members of the health care team.
2. **Communication Skills:** (speech, reading, writing) Must be able to communicate clearly to patients, fellow students, faculty, and all members of the health care team.
3. **Vision:** Visual acuity is essential to operate radiographic equipment and read information from printed sources and computer screens. Visual acuity is also required for the observation necessary for patient assessment, care, and management.

POLICY G29 Admissions Process (Certificate)

4. **Gross and fine motor coordination:** requires manual and finger dexterity and eye-hand coordination for operation of radiographic equipment.

Other: Requires frequent lifting and carrying items weighing 50 pounds unassisted. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular clinical day.

The student must verify by signature that he/she can perform the physical requirements/essential functions listed above; A Registered Nurse signature is also required for verification. This process will occur during the acceptance process with Employee Wellness.

Acceptance Process:

Once Contingently Accepted into RT program, candidates are required to complete the following:

1. Undergo background and drug screening. Upon successful completion of step #1, the applicant will proceed with the following steps:
2. Undergo physical exam and meet minimum physical standards (see Minimum Physical Standards).
3. Receive required immunization.
4. Show proof of major medical insurance (not available through the School).
5. Purchase textbooks, clinical shoes, and uniforms prior to program start date.

Background Checks:

Prior to enrollment at the School, each student is required to have a national background check to include the Virginia Child Protective Services report. A conviction will not necessarily preclude you from consideration for admission, but **failure** to receive approval from the ARRT prior to submitting an application packet will result in immediate withdrawal of the student's contingent acceptance. Students are required to notify a School official and the ARRT if any changes occur during the course of the program.

The ARRT may deny an individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted, pleads guilty or no contest to a felony, or other serious crime, or fails to disclose his/her criminal history.

POLICY G29 Admissions Process (Certificate)

Drug Screening:

Accepted students must successfully complete drug screening to fulfill admission requirements. Results reported to the School that indicate the student is "not cleared" for admission due to a positive drug screen will result in immediate withdrawal of the student's contingent acceptance. Applicants who are declined for this reason may not reapply for 6 months.

Nondiscriminatory Clause:

The School of Medical Imaging is an equal opportunity education institution. The School does not discriminate on the basis of race, ethnicity, national origin or descent, color, creed, religion, sex, age, marital status, disability (including physical, disease, psychiatric or psychological disability), medical condition, pregnancy, veteran status, sexual orientation, gender identification or expression, or physical characteristics. The School will conduct its program, services, and activities consistent with applicable federal, state and local laws, regulations, and orders.

Employment Disclaimer:

Final acceptance into the Radiologic Technology program does not guarantee employment upon successful program completion.

Orientation:

Orientation is a requirement of all students accepted into the School and is offered one week prior to the start of the fall semester.

V. Definitions:
None

VI. Attachments:
N/A

VII. Related Policies:
None

VIII. Disclaimers:

POLICY G29 Admissions Process (Certificate)

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control:

Version	Date	Description	Prepared by
1.0	2/21/2022	New Template & Revisions	Program Coordinator