

<b>UPMC Northwest RADIOLOGIC TECHNOLOGY PROGRAM POLICY AND PROCEDURE MANUAL</b>	
<b>Policy Title:</b> Admission	<b>Page 1 of 3</b>
<b>Original Date:</b> 6/07	<b>Revision Date:</b> 10/22
<b>Review Date:</b> 04/23	

**POLICY:**

It is the policy of the UPMC Northwest Radiologic Technology Program to choose qualified candidates in a non-discriminatory way and to provide a quality education in Radiologic Technology. To be an efficient and competent professional, the applicant/student must have a comprehensive academic background and good moral character. It is the purpose of this policy to set minimum requirements for student selection, along with acceptable academic and physical performance levels to ensure quality performance within the program. The admission process guidelines specified in the Admissions Policy will allow each qualified applicant to compete in an objective manner without discrimination. A copy of the Program's Brochure which includes information regarding academic calendar, admission policies tuition and fee information and transfer credit policies are handed out to interested students. The program's web site may be accessed at:

<http://www.upmc.com/locations/hospitals/northwest/about/radiologic-technology-program/Pages/default.aspx>.

Applicants can also receive a copy of all academic policies, graduation requirements and available student services upon request.

**REQUIREMENTS:**

1. The applicant must be eighteen years of age or older by July 31 of the starting school year.
2. Applicant must have the prerequisites of the program completed prior to application of the program.
3. Individual must have a cumulative GPA of 2.5 at time of application.
4. Requirements for eligibility for the American Registry of Radiologic Technologists (ARRT) certification and registration examination require candidates to have earned an associate (or more advanced) degree from an accrediting agency recognized by the ARRT. For an applicant to meet this degree requirement, the following options are available:
  - a. Applicants must have a minimum requirement of an Associate Degree in a healthcare related field or higher upon application. Documentation of this degree is required.
  - b. UPMC Northwest Radiologic Technology Program has an articulation agreement with PennWest University in the 2+2 program for Medical Imaging Sciences
5. Must possess good physical and mental health.

6. Completed application, application fee and three letters of reference must be submitted by January 31<sup>st</sup> of starting program year.

**PREREQUISITES:**

All students are required to complete these prerequisite courses (or equivalent class) prior to admission to the program:

- Chemistry/ equivalent obtaining a minimum letter grade of “C” or higher.
- Anatomy and Physiology I with a lab component by winter semester obtaining a minimum letter grade of “C” or higher.
- Algebra and/ or higher-level math obtaining a minimum letter grade of “C” or higher.

**APPLICATION DEADLINE IS JANUARY 31st, FOR ENTRY INTO THE JULY CLASS**

**ADMISSIONS PROCEDURE:**

The UPMC Northwest Radiologic Technology Program has an Admissions committee composed of the Program Director, Clinical Coordinator, the Manager and Supervisor of the Imaging Services Department at UPMC Northwest. The Program Director will chair the committee, organizing and directing student admissions.

**APPLICATIONS:**

Applications are processed as they are received. For the application to be complete, the application package must be filled out properly, to include, three letters of reference, Official University transcripts and the application fee must be received. The applicant will also be asked to schedule a half-day to “Observe” in our Imaging Services Department. This can be accomplished through the Clinical Coordinator’s Office.  
Tele: 814-677-1434

Once the application package is received, the Program Director will review the information to be sure the required information is enclosed. If all is in order, a letter will be sent to the applicant to inform them of the date of the official interview.

**SELECTION:**

Selection is based on a point system. College grades, prerequisite grades and the Interview Score received are all included in the point tally for selection. All members of the Selection Committee score the applicant individually on their personal interview and the scores of each member are averaged.

Upon selection, the Program Director will notify the applicant by mail of their status. Upon acceptance into the program, this conditional acceptance shall be confirmed when the student sends his/her Letter of Acceptance and the One Hundred Dollar, non-

refundable deposit. The acceptance is offered pending a “Clean” Federal (FBI) Criminal History Check, a State Police check and a PA child abuse check. The prospective student must also pass a Physical Examination, Drug Screening, COVID vaccination/exemption. The drug screen and physical are offered by UPMC Northwest at no cost to the selected student.

Conditional status is placed on the students from PennWest University who have been accepted and have not yet completed the PennWest University’s Core Curriculum Courses. The offer may be withdrawn if classes are not completed with the “C” or higher average. In addition, if the selected student fails to maintain an overall 2.5 cumulative G.P.A. for the curriculum offered at their university, the offer of acceptance may be withdrawn.

**Final decisions on admissions are at the Program’s Admissions Committee’s discretion.**

#### ALTERNATE SELECTION:

Alternate candidates will be notified per their final interview composite score if a selected student rejects the initial offer.

Once the student/applicant is selected and begins his/her program at UPMC Northwest, he/she will be given a student handbook to include all the Program’s Policies. During the first two weeks of Orientation, all the policies are reviewed to the new students. Each student is given a form to sign that states the student has reviewed, understood and will abide by the Program’s Policies.

#### ADDITIONAL INFORMATION:

##### NONDISCRIMINATION POLICY

Applicants to the UPMC Northwest Radiologic Technology Program are selected in accordance with federal and states laws without regard to color, race, creed, age, sex, religious affiliation, or national origin. Disabilities that are not related to bona fide occupational qualifications will not be considered as deterrents to selection of persons.

Each applicant/student that is accepted into the Program is expected to possess a pleasing, cooperative, caring personality as well as a high degree of motivation, moral character and dedication to the concept of total health care. Applicant/students must possess attention and concern for the physical and psychological needs of the patients. Due to the nature of this career/profession, the applicant/student must be able to demonstrate the ability to:

- a. Communicate instructions to the patient.
- b. Be able to raise approximately fifty pounds to waist level.
- c. Distinguish between shades (contrast) on an Image.
- d. Be able to perform cardiopulmonary resuscitation (CPR) on patients, if necessary.