HCC Radiologic Technology Admission Packet

Instructions, Policies, Procedures, and Schedule Information

> All documents must be received by the application deadline:
> Postmarked or received no later than February 1, 2018

1. Review the admissions, academic, and prerequisite requirements for the Radiologic Technology program.

2. Complete the entire application process (see below) and submit all documentation to: Holyoke Community College, Admissions Office, 303 Homestead Avenue, Holyoke, MA 01040.

Required admissions documentation:

• The completed HCC online application, www.hcc.edu/apply

• An official transcript from your high school or an official GED/HiSET transcript. All documents must be received directly from the high school or state agency.

• Official transcripts for all college-level courses completed. You are required to submit all college transcripts prior to the February 1 deadline.

Please note: Applicants who have submitted official high school, GED/HiSET, and/or college transcripts within the past year are not required to submit them again unless documenting further coursework completed toward the A.S. Radiologic Technology program.

• All immunization records and the HPA Record (pg. 12) must be submitted to HCC Health Services (Frost 105) by February 1. Contact Health Services at 413.552.2401 ASAP to set up an appointment.

• Students whose native language is not English and those who have not completed grades K-12 in the United States must demonstrate English proficiency by having completed English Composition I with a grade of C+ or better, or a bachelor's degree from an accredited U.S. college or university or achieve a minimum of 213 on the computer version or 550 on the paper/pencil version of the Test of English as a Foreign Language (TOEFL).

INTERNATIONAL APPLICANTS and those who have studied outside of the United States:

All documents awarded (both secondary and post-secondary) from a country outside of the United States must be translated and evaluated to U.S. standards through a credential evaluating agency. Agencies can be found at www.naces.org or CED Boston. Post secondary documentation need only be evaluated if seeking transfer credit to Holyoke Community College.

3. All students interested in the Radiologic Technology program at Holyoke Community College are **required** to attend a Radiologic Technology information session within two years prior to applying to the program. Information sessions are held monthly and cover the selective admissions process and specific program information. Each session lasts approximately one hour and is conducted by a representative from the Radiologic Technology department.

Radiologic Technology information sessions are held monthly. Check the website www.hcc.edu/info-sessions for upcoming program information sessions.

4. Students who have not yet completed a college level math or English course from an accredited college or university are required to take the assessment test at HCC prior to applying to the radiologic technology program. The test provides a comprehensive academic assessment of students' ability in English and math and is used to help place students into appropriate courses. Placement testing may be scheduled by calling the Assessment Center at 413.552.2015.

5. All candidates must achieve a "77%" or better in all RDL and laboratory science courses to remain in the program.

6. Notification of acceptance will be mailed on or before April 15.

Requirements to Apply

> All applicants must meet the following at time of application:

Placement Testing (PT): Must be completed within two years prior to application deadline demonstrating the following placement:

    A. Math Proficiency/Placement: ≥ 82 in Elementary Algebra or completion of MTH 095 (Intermediate Algebra) with a C- or better from HCC, or equivilancy from another institution.

    B. English Proficiency/Placement: ≥ 68 in Reading or ≥ 75 in Sentence Skills portion of the PT, or ability to enter college-level coursework in English. English competency may also be demonstrated through college coursework (completion of English Composition I).

    C. Science Proficiency: Completion of BIO 107 or successful completion of the challenge exam through the Assessment Center. Completion or enrollment in A&P I or II with a "C+" or better. Enrollment in the Biology series at the time of application is strongly encouraged.

Placement Testing

Placement testing may be scheduled by calling the Assessment Center at 413.552.2015. NOTE: you must identify yourself as a RAD TECH applicant when calling for your testing appointment in order to receive the appropriate test. Applicants may retest twice per semester.

Accreditation

The Radiologic Technolgy program is fully accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive., Suite 2850, Chicago, IL 60606-2901, 312.704.5300. Upon successful completion of this program, graduates are eligible to take the National Registry Examination in Radiography administered by the American Registry of Radiologic Technologists. Our students have an outstanding pass rate on this national exam.

HOLYOKE COMMUNITY COLLEGE

Frequently Asked Questions

If I do not meet the admissions requirements by the deadline, will my file be reviewed?

No, unfortunately your file will not be reviewed. Only those applicants who display all admission requirements and have submitted and completed all appropriate documentation at time of the deadline will be reviewed.

I haven't completed the suggested coursework to apply to the Radiologic Technology program yet. Can I still come to HCC?

YES! Students are encouraged to enter the college as a "Foundations of Health" student. In this major, you will be identified as a potential Radiologic Technology applicant and will be assigned to an advisor who will assist you in establishing an educational plan. As a student in this major, you may complete any of your non-radiologic courses (i.e., A&P I and II, English I and II, etc....) then apply to the program when you have met the requirements for consideration.

Can I speak with an advisor about the Radiologic Technology program?

Yes, you are required to attend an information session where you will meet with a representative from the Radiologic Technology program.

How is my file evaluated?

Our Radiologic Technology class is selected from a pool of applicants who have displayed the minimum academic requirements for admission to the program. Space is limited and not all applicants are accepted. Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 60 days after the deadline (by April 15). The process is competitive and your file will be ranked using any and/or all of the following criteria:

1. Grades on general education and coursework
2. Work experience in healthcare or direct patient care
3. Number of credits completed at Holyoke Community College (or affiliated institutions)
4. College Placement scores (if applicable)
5. Educational background (prior degrees)
6. Meeting with post-observation evaluation panel

If I am not accepted this year, will I automatically be accepted next year?

No, you are not guaranteed acceptance. All applicants must reapply.

Can I work and attend classes full time?

The Radiologic Technology curriculum is complex and requires a personal commitment. Students are encouraged to balance their employment and school responsibilities.

Where do I attend a clinical setting or placement, and how do I get there?

Radiologic students are responsible for their own transportation to clinical sites which include healthcare agencies throughout the Pioneer Valley.

Is there an interview for admission? Are recommendations accepted?

An interview is not required for admission, and we do not accept recommendations.

Can I transfer to a four-year institution and earn a bachelor's degree?

Yes, in the past HCC Radiologic Technology students have transferred to a number of colleges and universities, including UMASS Amherst, the Elms, and AIC. You may schedule an appointment with Mark Broadbent, Transfer Coordinator at 413.552.2498 to discuss your specific goals.

Can I apply for financial aid?

Yes. Inquire at the Financial Aid Office, 413.552.2150. We encourage all applicants to apply for financial aid. For help completing the FAFSA form, attend a FAFSA Friday event. For more information go to www.hcc.edu.

Additionally, what must I know?

• The field of Radiologic Technology is physically, mentally, and emotionally demanding. Applicants who are offered admission must document their ability to perform all tasks, as outlined in the essential functions*, with or without reasonable accommodation. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact the Office of Disability Services for determination for reasonable accommodation(s). It is up to the applicant to read the essential functions and to understand that it is his/her responsibility to discuss any accommodation that he/she may need by contacting the Office for Students with Disabilities at (413) 552-2417.

• The applicant is responsible for ensuring that his/her application file is complete and that all items are received by the deadlines. No applications will be accepted after the February 1 deadline.

• CORI/SORI policies. Radiologic Technology students are required to complete the CORI/SORI form once accepted to the program. A positive finding may prevent students from successfully completing the Radiologic Technology program due to clinical site requirements and/or may prohibit them from taking the National Registry Examination in Radiography.

• Phase two of the application process will require selected applicants to participate in a job shadow component.

In compliance with the Clery Act (20 U.S.C. 1092(a) and (f), all prospective students are entitled to review the HCC Annual Security Report. This report may be accessed online at www.hcc.edu/asr or by request through the Admissions Office

Drug Screening Policy

Several Health Care Facilities affiliated with the College's Health Division are now requiring that students have a negative drug screen prior to beginning clinical experiences in their facility. In addition, a clinical facility may require the student to submit and pass random drug screening analysis in order to remain at that facility. Therefore, passing a drug screen will now be considered a Technical Standard for all students participating in the Health Division Programs. If a student fails drug screening, retesting occurs within 24 hours of notification of results. Failure to pass a drug screen or refusal to submit to screening will make the student ineligible for clinical placement. Failure and/or refusal for drug screening are grounds for immediate removal from the Health Division Program. Students will be provided with the drug screen procedure during the orientation process to each course. All screening will be at the student's own expense. The Work Connection at Holyoke Medical Center has been selected as the Division of Health's exclusive laboratory for student drug testing.

Professional and Advancement Opportunities

Radiologic Technology is a general term for three areas of medicine which use radiation. The program at HCC specifically covers the field of radiography. Radiography uses x-radiation to produce images of the body. These images help in the diagnosis and treatment of injury and disease. The HCC program prepares students to work in medical imaging in:

- hospitals
- HMOs
- clinics
- orthopedic surgeon's offices
- other doctor's offices

Basic radiography includes x-ray images of the:

- chest
- abdomen
- spine
- skeleton
- urinary system using iodinated contrast media
- digestive system using barium contrast media including Upper GI studies of the esophagus and stomach and Lower GI studies imaged during barium enemas
- spinal cord (myelography) and
- other specific exams

Radiography also provides the career path into:

- angiography (imaging the cardiovascular system)
- interventional procedures such as balloon angioplasty
- CT (computer tomography)
- mammography
- Magnetic Resonance Imaging (MRI)

These imaging specialties provide many choices within radiography for growth and advancement. Management, education, and sales provide additional areas of growth for those who wish to pursue bachelor's and/or master's degrees.

Special Program Requirements

Health related special program requirements MUST BE submitted to the Office of Health Services by February 1:

- Completed and passed physical examination and submitted the Health Affiliate record signed, stamped, and dated by the MD in the calendar year of acceptance to the program.

- **Policy for Hepatitis B, Measles, Mumps, Rubella, and Varicella -** All applicants must submit a lab report (on lab letterhead and obtained from the lab performing the test, not a flow sheet from an MD office) that documents that the student has sufficient antibody protection against Hepatitis B, measles, mumps, rubella and varicella must be faxed by the administering MD to 413.552.2121.

- **Policy for Pertussis -** Official documentation of an ADULT pertussis-containing vaccine (Adacel or Boostrix - Tdap), along with any booster vaccine records necessitated by negative or equivocal titer results, must be faxed by the administering MD to 413.552.2121.

- DO NOT GET TB TESTED NOW. Mandatory TB screening is required for all students accepted into the program. All students are required to contact Student Health Services (Frost 105) upon acceptance for detailed information.

- Mandatory Health Insurance Coverage: All students must be covered by health insurance either through the college or through their family health plan. College Health Insurance will cover students for exposures and or injuries sustained in traveling to or from the college as well as attending any college-related activity including clinical experiences.

- Seasonal Flu vaccine is required by all clinical facilities. These vaccines are administered every fall semester and will be due by September 15.

- It is the student's responsibility to keep these requirements current throughout the duration of the program. Students must notify Health Services if changes occur. Failure to keep requirements updated or not informing Health Services will result in the student's inability to attend clinical. This will result in an unsatisfactory grade for each clinical day missed. Two clinical unsatisfactory ratings in any course result in dismissal from the program.

- Please note these requirements may be subject to change per clinical agency request.

- Liability Insurance of $1,000,000/$3,000,000 coverage is required. Students will be covered under the college's liability insurance policy, which will be billed through student fees.

- Completion of CORI/SORI form. (Out of state fees apply.)

- CPR certification through the American Heart Association only. (Professional Rescuer, Health Care Provider) is required. A course will be available through the program for accepted students. Information will be given at orientation in May.

- Students are required to travel off campus to reach clinical sites and no special consideration is given for clinical placements.

- Students are required to purchase an Apple iPad.

Program Mission:
The mission of the Radiography Program at Holyoke Community College is to graduate students with an Associate Degree in Science, In the curriculum of Radiology Technology and provide the skills and knowledge necessary to enter medical imaging professions.

In addition the program supports the overall HCC mission as stated in the college catalog.
Goal 1: Students will demonstrate clinical competence.
Goal 2: Students will demonstrate effective communication skills.
Goal 3: Students will demonstrate critical thinking and problem solving skills.
Goal 4: Students will demonstrate a desire for professional growth and development.
Goal 5: The program will graduate competent Radiologic Technologists.

Essential Functions

The following essential functions will be necessary to successfully complete the Radiography program. In some cases, assessment and developmental courses may help students meet these standards. These functional abilities may be performed with reasonable accommodation. This information is provided to allow the student to assess his (her) own capabilities.

To ensure patient safety, students throughout the program must be able to demonstrate:
1. Physical
- Helping in positioning patients who may be comatose, paralyzed, or otherwise incapacitated, from wheelchairs and beds, to x-ray tables, and vice versa. This includes regular lifting, pulling and pushing of 40+ pounds.

- Standing and walking for extended periods of time.

- Handling and moving objects- use hands and arms in handling, installing, positioning, and moving materials, and manipulating things. Continuously reaching above shoulder level, frequently while holding objects.

- Positioning, placing and moving equipment, i.e. image receptors, portable x-ray machines, and overhead equipment, as radiography requires positioning the x-ray tube hanging from the ceiling to various areas of the room.

- Response to signals such as sound and light from a distance of 15 feet, as control panels and exposure switches are located in rooms or paneled areas separate from the x-ray table on which patients are placed.

- Determination of differences in gradual changes in blacks, grays, and whites for purposes of judging images for technical quality.

2. Communicative
- Knowledge of the structure and content of the English language.
- Active listening- giving full attention to what others are saying, taking time to understand the points being made.
- Oral comprehension- the ability to listen and understand information and ideas presented through spoken words and sentences.
- Speech clarity- the ability to speak clearly so others can understand you.
- Speech recognition- the ability to identify and understand the speech of another person
- Written expression- the ability to communicate information and ideas in writing so others will understand.
- Communicating with others- providing information to supervisors, co-workers, and Physicians by telephone, in written form, e-mail, or in person.
- Interacting with computers- using computers and computer systems including hardware and software.
- Civility- polite, respectful, and professional behavior exhibited in classroom and clinical setting

3. Cognitive
- the ability to fill syringes and enema bags, manipulate locks on equipment, and follow isolation procedures
- Problem sensitivity- the ability to tell when something is wrong or is likely to go wrong.
- Control precision- the ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions
- Clinical decision making- gather analyze and draw conclusions from data

4. Emotional
- Dependability- requires being reliable, responsible, and dependable, and fulfilling role obligations.
- Integrity - requires being honest and ethical.
- Cooperation- requires being pleasant with others displaying a good-natured, cooperative attitude.
- Self control- requires maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior even in very difficult situations.
- Concern for others- requires being sensitive to others needs and feelings.
- Initiative- requires a willingness to take on responsibilities and challenges.
- Stress tolerance- requires accepting criticism and dealing calmly and effectively with high stress situations.
- Adaptability/flexibility- requires being open to change and to considerable variety in the workplace.

Definitions from: the Summary Report for Radiologic Technologists (www.onetonline.org/link/summary/29-2034.00) produced by the United States Department of Labor in their Dictionary of Occupational Titles (www.oalj.dol.gov/libdot.htm)

If you wish to discuss reasonable accommodation, please contact the program director.

Pregnancy Policy

Pregnancy information is requested to allow the program to monitor the radiation dose received by the fetus. A pregnant student is encouraged, but not required, to voluntarily inform the clinical coordinator as soon as she knows she is pregnant. A student will be permitted to continue in the program without modification. After a student has informed the clinical coordinator of her pregnancy using the Declared Pregnancy Form, a second film badge will be issued. This second badge is to be worn at waist level, and under the lead apron, when in use. The second badge reading will be considered the fetal dose and the monthly readings will be monitored and should not exceed 500 mrem during gestation or 10 mrem per month. The student will also receive a copy of Regulatory Guide #8.13 from the Nuclear Regulatory Commission titled "Instruction Concerning Prenatal Radiation Exposure". The student will inform the clinical coordinator when her pregnancy is complete using the Declared Pregnancy Form. The student may withdraw declaration of pregnancy at any time using the Declared Pregnancy Form.

Readmission Policy – A.S. Radiologic Technology

A candidate for readmission must have successfully completed at least one full semester in the HCC Radiologic Technology program.

1. Re-admission of a student, regardless of reason for withdrawal, is dependent on space availability in the program and cannot be guaranteed to any student.

2. No student who has a GPA of less than 2.5 will be re-admitted to the Radiologic Technology program.

3. No student who successfully completed less than 1 semester in the program will be re-admitted.

4. Requests for re-admission are evaluated on an individual basis.

5. Candidates who have withdrawn from the Radiologic Technology program will be given consideration based on the reason for their withdrawal, the length of time since their withdrawal (must be less than two years), and the activities the individual has participated in during the period of being withdrawn from the program to strengthen their re-admission application.

6. A person seeking re-admission to the Radiologic Technology program should write a letter of request to the Dean of Enrollment Management and College Access Programs, in care of the Radiologic Technology program chair, by the following dates:
   a. For fall admission the letter must be received no later than February 1 of that year
   b. For spring admission, the letter must be received by September 15 of the previous year.

7. The letter for re-admission should include:
   a. A request for re-admission with semester and year of anticipated return to the Radiologic Technology program.
   b. A statement of progress toward degree completion for the HCC Radiologic Technology curriculum requirements.
   c. Official transcripts from all significant schools.
   d. A completed HCC application to the Radiologic Technology program.
   e. If difficulties were encountered while in the Radiologic Technology program:

i. Identification of the diffuculties along with a detailed description of how they were remedied and the effectiveness of the remedies chosen.

ii. A detailed "plan for change" if readmitted to the program for such things as:

1. tutoring
2. employment
3. remedial courses
4. recovery programs
5. counseling

iii. These measures will be in place to ensure that the individual will be successful in the Radiologic Technology program.

7. Re-admitted students must follow core admission guidelines (health records, CPR, CORI/SORI requirements etc.) of the Radiologic Technology department.

8. Candidates for re-admission may be given a written or psychomotor skill exam to ensure that previous learned knowledge and skills were retained.

CORI Policy – Criminal Offender Record Information

SORI Policy – Sexual Offender Record Information

Prior to placement or acceptance into programs or courses requiring direct work with vulnerable populations (such as children, the elderly, or the infirm), a student will be subject to a CORI and SORI screening. The results of this check may or may not disqualify a student from entering a program. More details on the college's policy are available in the college's Student Handbook, available online at www.hcc.edu or by calling the dean of Student Services, 413.552.2390.

NOTE: The college has no provision for a "leave of absence" from the college. When a student does not enroll in a Radiologic Technology course(s) (RDL designation) during one semester he/she should realize that re-entry to the next Radiologic Technology course is on a SPACE AVAILABLE BASIS. Following the above readmission policy, a person interested in returning to the program after being away for any reason should keep in touch with the program chair of Radiologic Technology on a regular basis.

Double Major Option

Students have the option of enrolling as a double major in Radiologic Technology and Medical Assisting. These students will graduate with a certificate in Medical Assisting in addition to the Associates in Radiologic Sciences.

Radiologic Technology
Applicant Checklist
Please submit with application.

HCC student ID number: _____

Name of applicant: _____ Date of Birth: _____
                         LAST   FIRST

REQUIREMENTS

☐ Mandatory information session attendance <u>prior</u> to Feb. 1, 2017 and no earlier than March 1, 2015.

　○ Please indicate date attended _____

☐ I am interested in a Double Major: Rad Tech/Medical Assiting

☐ Holyoke Community College fall 2018 Application

☐ Official High School or GED/HiSET transcript (copy of diploma or scores will not be accepted).
Transcripts outside the United States must be translated and evaluated prior to submitting.
Credential evaluating agencies can be found at www.naces.org or CED in Boston.

☐ Official college transcripts (if applicable) HCC transcripts will be generated by Admissions and do
not need to be requested. Transcripts outside the United States must be translated and evaluated,
to US standards. Credential evaluating agencies can be found at www.naces.org or CED in Boston.

☐ HCC Health Affiliate and Immunization forms must be submitted to:
Health Services, Frost Building, Room Frost 105 by February 1, 2018.

☐ Work experience form

☐ Proficiency/coursework form

☐ Laboratory science petition form

☐ Placement test (PT) indicating proficiency in math & English or successful completion of college
level course work in math and/or English

**This checklist serves as a reminder of the applicant's responsibility
prior to the February 1 deadline. All forms and steps listed above
must be completed. Thank you!**

Radiologic Technology
Proficiency/Coursework Assessment Form

HCC student ID number: _____

Name of applicant: _____ **Date of Birth:** _____
LAST   FIRST

Applicant must complete form.

How have you met the English and Math Proficiency Requirement?

Note: If you have not met the proficiency requirements, your application will not be considered for review.

Proficiency	Coursework	Where Completed	HCC CPT score	Date Completed
English				
MTH 095 Intermediate Algebra				

Coursework Completed – Not needed for review, but applicants are strongly encouraged to complete prior to beginning program.

Course		Grade	Where Completed	Date Completed
ENG 101	Language and Literature I			
ENG 102	Language and Literature II			
HTH 114	Medical Terminology			
SOC 110	Introduction to Sociology			
BIO 217	Anatomy & Physiology I			
BIO 218	Anatomy & Phsyiology II			
SOC 214 or SOC 220	Social Problems or Sociology of Race and Ethnicity			
MTH 104	College Algebra			

HOLYOKE
COMMUNITY
COLLEGE

303 Homestead Avenue
Holyoke, MA 01040

Telephone: (413) 552-2321
www.hcc.edu

A.S. Radiologic Technology
Work/Volunteer Experience Form

(Required. If form does not apply check here ❏)

HCC student ID number: _____

Name of applicant: _____ **Date of Birth:** _____

LAST   FIRST

Healthcare or related employment experience

List employment with the most recent positions first. Attach additional sheets if necessary. (Resumes are acceptable)

❏ Does not apply

Employer	Certification	Dates from/to (required)	Supervisor name & phone (required)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Volunteer experience related to healthcare:

_____

_____

Must attach copies of certification with date.

Other certifications: List any current healthcare related certifications you hold (e.g., CNA, CPR, HHA, etc.) ❏ Does not apply

_____

_____

I certify that all information stated on this application form is accurate and complete. Concealment of facts or false statement may result in dismissal.

Applicant: _____ Date: _____

Signature

Holyoke Community College seeks to provide equal educational and employment opportunities and does not discriminate on the basis of race, creed, color, religion, national origin, gender, age, sexual orientation, marital status, veteran status, or disability.

A.S. Radiologic Technology Laboratory Science Petition Form

(Required. If this form does not apply check here ❑)

Office use only: Date Received: _____	Laboratory Science Petition Form (a waiver may be granted for science courses taken more than seven years for those currently employed in a healthcare field with direct patient contact).

HCC student ID number: _____

Name of applicant: _____   Date of Birth: _____
                                 LAST   FIRST

Coursework: List course(s) you are seeking to petition to meet Rad Tech course requirements. ❑ Does not apply

Course	Semester/year taken	Grade received	College/University
Microbiology	_____	_____	_____
Anatomy and Physiology I	_____	_____	_____
Anatomy and Physiology II	_____	_____	_____

Employment experience related to the course(s) being petioned: (Please describe how and in what capacity you use the curriculum from the courses listed above in your current employment). Please attach a separate sheet if more space is needed.

_____

_____

_____

_____

_____

_____

Other certifications: List any current healthcare related certifications you hold (e.g. CNA, CPR, HHA, etc.)   ❑ Does not apply

_____

_____

_____

I certify that all information stated on this application form is accurate and complete. Concealment of facts or false statement may result in dismissal.

Applicant: _____   Date: _____
                   Signature

_____ Dean of Health and Natural Sciencies Signature

☐ Approved   ☐ Denied   Comments: _____

Health Program (circle one)   ASN   PN   RDL   Student ID# _____

HCC Health Program Affiliate Health Record

HCC Health Services. Please contact us if you need additional information at (413) 552-2401.

Section I: Identifying Information - Please print legibly

Name (last)_____ (first) _____ MI_____

Address _____

Phone # (   )_____ DOB: _____ email_____

Section II: Significant Medical History - to be completed by clinician (include diagnoses of physical and/or emotional problems, impairments or restrictions, medications taken, allergies, drug sensitivities, etc.)

Physical exam done by a licensed clinician (MD, NP, PA):   Date of physical exam:_____

HEENT	Pulmonary	Musculoskeletal	Pulses
Neck	GI	Lymphatic	Neuro
Cardiac	GU	Skin	

By signing on the line below the clinician states that this student is safe and capable of performing academic and clinical functions.

Clinician Signature_____ Printed Name_____

Address_____ Phone _____ Date _____

Section III: Immunization Records -

Required: Attach Copies of: • Immunization Records • Lab Titer Reports (not flow sheets)
• X-ray Reports

> Copies of any available immunization records submitted to HCC Health Services (Frost 105) by the application deadline, February 1.

Health Requirements:

1. Complete and pass a physical examination and submit the Health Affiliate record signed, stamped, and dated by the MD in the calendar year of acceptance to the program by February 1.

2. Laboratory reports of the following antibody titers: Hepatitis B surface antibody, measles antibody, mumps antibody, rubella antibody, and varicella antibody must be faxed by the MD to 413-552-2121. Titer results must be POSITIVE for eligibility. In the case of a NEGATIVE or EQUIVOCAL titer result, documentation of a full series of booster vaccines must also be faxed to us. Note: without POSITIVE titer lab reports, evidence of pediatric vaccines is not sufficient for eligibility. A full series of booster vaccines (e.g. 2 for MMR or varicella or 3 for hepatitis B) must be documented and faxed by the MD by February 1.

3. Official documentation of an **ADULT** pertussis-containing vaccine (Adacel or Boostrix - Tdap), along with any booster vaccine records necessitated by negative or equivocal titer results, must be faxed by the administering MD to 413-552-2121 by February 1.

4. **DO NOT GET TB TESTED NOW.** Annual mandatory TB screening is required for all students accepted into the program. All students are required to contact Student Health Services (Frost 105) for detailed schedule information.

5. Mandatory Health Insurance Coverage: All students must be covered by health insurance either through the college or through their family health plan. The College Health Insurance will cover students for exposures and or injuries sustained in traveling to or from the college as well as attending any college-related activity including clinical experiences.

6. Annual Seasonal Flu vaccine is required by all clinical facilities. These vaccines are administered every fall semester, and are due by October 15.

7. It is the student's responsibility to keep these requirements current throughout the duration of the program. Students must notify Health Services if changes occur. Failure to keep requirements updated or not informing Health Services will result in the student's inability to attend clinical. This will result in an unsatisfactory for each clinical day missed. Two clinical unsatisfactory ratings in any course result in dismissal from the program.

8. Please note these requirements may be subject to change per clinical agency request.

Students who fail to submit legible or complete forms, required lab titer or x-ray reports, or the Health Program Affiliate Health Record by deadlines, will be ineligible for acceptance in the health program.

> **THIS BOX MUST CONTAIN STAMP OF FACILITY/PRACTITIONER WHO COMPLETES FORM**
>
> Jun 2017

Health/Immunization Acknowledgement Form

HCC student ID number: _____

Name of applicant: _____ Date of Birth: _____
                           LAST   FIRST

ALL applicants are required to set up an appointment, well in advance of application deadline, to bring all available vaccine records, physical exam records, and lab titer reports to meet with the HCC Health Services (Frost 105) staff nurse to review the student's record status.

HEALTH/IMMUNIZATION REQUIREMENTS

- **Policy for Hepatitis B, Measles, Mumps, Rubella, and Varicella -** All applicants must submit a lab report (on lab letterhead and obtained from the lab performing the test, not a flow sheet from an MD office) that documents that the student has sufficient antibody protection against Hepatitis B, measles, mumps, rubella and varicella must be faxed by the administering MD to 413-552-2121 by February 1..

- **Policy for Physical Exam -** All applicants must submit a Health Affiliate Form (HAF, the last page of the online application) to HCC Health Services by application deadline, in order to be considered for acceptance into a program. This form must be completed, signed, and stamped by your MD and must include the date of your last physical exam must be faxed by the administering MD to 413-552-2121 by February 1

- **Policy for Pertussis -** Official documentation of an **ADULT** pertussis-containing vaccine (Adacel or Boostrix - Tdap), along with any booster vaccine records necessitated by negative or equivocal titer results, must be faxed by the administering MD to 413-552-2121 by February 1.

- **Policy for TB Screening - DO NOT GET TB TESTED NOW.** Annual mandatory TB screening is required for all students accepted into the program. All students are required to contact Student Health Services (Frost 105) for detailed schedule information.

- **Policy for Annual Influenza Vaccination -** Mandatory influenza vaccination is required by all clinical facilities. These vaccines are administered every fall semester, and are due by October 15.

Applicant's acknowledgment of HCC Health Sciences record requirements
The requirements of Health Sciences clinical affiliation sites are very strict and must meet documentation standards. Acceptance into any HCC Health Sciences program is contingent upon submission BY APPLICATION DEADLINE of complete and verifiable documentation of all immunizations, lab titer reports, and physical exams to HCC Health Services.

I have read and fully understand the mandatory program requirements outlined above. I understand that I am required to schedule an appointment to meet with the Health Services Nurse well in advance of the deadline of February 1 so that the process can be explained to me and that I can be properly prepared to meet with my MD to request necessary vaccinations, titers, or boosters. I understand that failure to meet with the Health Services Nurse and/or to provide complete and verifiable documentation of titers, health forms, and immunization records as stated above will mean that I will not be considered for acceptance into an HCC Health Sciences clinical program. With my signature I agree to all of the above and accept full responsibility for my application.

Applicant Signature: _____

Printed Name: _____ Date: _____

This agreement must be signed and submitted to HCC Health Services prior to the application deadline. A copy of this signed agreement will be provided to you upon request.

HCC Health Services, 303 Homestead Avenue, Holyoke, MA 01040
Email: mpysznik@hcc.edu Phone: 413.552.2401 Fax: 413.552.2121

11 Radiologic Technology Application/Instructions and Information