



**DEPARTMENT OF VETERANS AFFAIRS
Medical Center
One Veterans Drive
Minneapolis, MN 55417**

Dear Applicant:

Thank you for considering the Veterans Affairs Medical Center (VAMC) School of Radiologic Technology. In response to your request I am forwarding an application and information packet describing our radiography program. If you would like to apply to the program a complete application includes the following admission requirements. These documents are to be submitted no later than **February 6, 2009 at 16:00 hours**. Documents received after this date and time will not be considered for the current school term.

Required Admission Procedure Forms

- **Resume**
- **Narrative Statement**
- **Education Transcripts**
- **Three Letters of Reference**
- **A Signed Technical Standards Form**
- **General Education Credits**

The Federal Government is an Equal Opportunity Employer. Applicants meeting the basic admission requirements will be invited to the school for an interview with a committee panel and a tour of the department. If you have any questions concerning the application process please contact:

Michael Stori
Program Director
michael.stori@va.med.gov
612-467-2546

Sharon Collins
Clinical Coordinator
sharon.collins@va.med.gov
612-467-4355

Web address http://www1.va.gov/minneapolis/education/srt/edu_srt_about.html

REQUIRED ADMISSION PROCEDURE FORMS

1. RESUME REQUIREMENTS

Please enclose a typed resume which includes the following:

- Full Name
- Address
- Day and Evening Phone Numbers
- E-mail Address
- Education
- Work Experience
- Birthday
- Social Security Number
- Country of citizenship (most federal jobs require United States citizenship).
- Other Qualifications or Achievements

2. NARRATIVE STATEMENT

Please type a short narrative statement explaining your interest in radiography. You may want to include why you want to enter the radiography profession, any related medical experience you may have, why you would like to be part of the VA Medical Center's program or any personal motivations for applying to this school.

3. EDUCATION TRANSCRIPTS

Please provide an official copy of your transcripts from high school and any college courses you have taken. GED diplomas are accepted. Please have all official transcripts **mailed directly to:**

**Veterans Affairs Medical Center
Attention: Michael Stori
School of Radiologic Technology-114
One Veterans Drive
Minneapolis, MN 55417**

Technical Standards

The student must have:

- sufficient eyesight to observe patients, manipulate equipment, and evaluate radiographic quality
- sufficient hearing to assist patient needs and communicate verbally with other health care providers
- sufficient verbal and written skills to communicate needs promptly and effectively in English
- sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of 30 pounds, and ensure patient safety
- satisfactory intellectual and emotional functions to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures

Please read the following statements identifying technical standards appropriate to radiologic technology. The Radiologic Technologist must have sufficient strength and motor coordination required to perform the following physical activities:

- Heavy Lifting - 45 pounds and over
- Moderate lifting - 15-44 pounds
- Light lifting – under 15 pounds
- Moderate carrying 15-44 pounds
- Pushing or pulling heavy objects or patients
- Reaching above your shoulder
- Perform tasks with finger dexterity
- Walking or standing for 8 hours or more
- Repeated bending
- Near vision correctable at 13” to 16” to Jaeger 1 to 4
- Far vision correctable in one eye to 20/20 and to 20/40 in the other
- Work closely with others
- Work alone
- Work extended or irregular hours
- Work around machinery with moving parts
- Work around electrical energy
- Perform frequent reaching and manual dexterity with regards to handling accessory equipment for diagnostic purposes
- Frequently transport, move, lift and transfer patients from a wheelchair or stretcher to a radiographic table
- Ability to communicate clearly to instruct patients during procedures
- Possess normal visual and audio acuity
- Hear adequately to perceive and interpret patient and equipment signals

Are you able to perform satisfactorily all of the technical standards identified above?

Yes _____

No _____

Signature

Date

Print Name

Education Prerequisites

Effective May 2007, the following postsecondary general education prerequisites have been implemented into the application process by the VAMC School of Radiologic Technology. Postsecondary general education content is included as a required element of this radiography curriculum instead of as a recommended element.

Postsecondary general education is gained through college credit bearing courses that meet the global content objectives listed below:

Post Secondary General Education

1. Anatomy and Physiology (Mandatory)
2. Math or Logical Reasoning (Mandatory)
3. Written or Oral Communication (Mandatory)
4. Class from each of the following to combine with the above three classes to equal fifteen credits.
 - a. Natural Science
 - b. Social and Behavior Science
 - c. Information Systems
 - d. Arts and Humanities
5. Classes with a 2.0 or better are accepted.
6. Classes taken within the last 10 years are accepted.

Transfer Credit - The program director evaluates the student's transcript to determine the total number of possible radiography courses or credits allowed for transfer credit. A minimum of 15 transfer credits in the required subjects is mandatory. Transfer students must meet the 2.0 GPA academic requirement in all courses transferring to the radiography curriculum

Rationale

General Education for Radiologic Technology Schools American Society of Radiologic Technology

General education is an integral part of the development of a professional radiographer. The content is designed to assist in developing skills in communications, human diversity, scientific inquiry, critical thinking and judgment that are required to perform the responsibilities of an entry-level radiographer. Knowledge gained from general education serves to enhance the content and application of the radiography curriculum.

The goal of general education is to assist students in acquiring these types of skills. General education provides personal enrichment and exploration outside the confines of the technical professional curriculum. The general education content objectives in this curriculum are purposely labeled global content objectives to give program officials flexibility in determining specific college level credit bearing course work that will satisfy these objectives. There must be a minimum of 15 credits hours of general education course work. Written/oral communications and mathematics/analytical studies are required to satisfy a portion of the 15 credit hour requirement. For the balance of general education credits, institutions are encouraged to draw upon varying areas of study to ensure a diversified educational experience (e.g. social/behavioral sciences, natural sciences, computing or humanities/fine arts).

Postsecondary general education is gained through college credit bearing courses that meet the global content objectives listed below:

- Mathematical/logical reasoning (required)
 - Develop skills in analysis, quantification and synthesis
 - Apply problem solving or modeling strategies
- Written/oral communication (required)
 - Write and read critically
 - Speak and listen critically
 - Develop the ability to perceive, gather, organize and present information
 - Locate, evaluate and synthesize material from diverse sources and points of view
- Arts and humanities
 - Develop knowledge and understanding of the human condition
 - Demonstrate respect for diverse populations
 - Develop an understanding of ethics and the role they play in personal and professional lives
 - Recognize and critically examine attitudes and values

- Information systems
 - Develop the knowledge base to use computerized systems
 - Use technology to retrieve, evaluate and apply information

- Social/Behaviors sciences
 - Assist in adapting interactions to meet cultural/psychological needs of people
 - Develop an understanding of individual and collective behavior
 - Promote the development of leader skills
 - Develop the capacity to exercise responsible and productive citizenship
 - Function as a public minded individual

- Natural Sciences
 - Develop an understanding of the scientific method
 - Make informal judgments about science related topics
 - Develop a scientific vocabulary

Reference 1: _____

LETTER OF REFERENCE

a. Please provide **three current, typed, letters of reference mailed directly to the VAMC**. We have enclosed three of these forms so you can give them directly to the person who is writing the reference letter on your behalf. The letters should not be from family members or relatives. Please have your reference provide the following in their letter:

Full name of individual providing reference
Position or title
Address and telephone number
Name of student

b. Ideas to include in the reference letter are:

- How long and in what capacity have you known the applicant?
- What do you consider to be qualities, strengths and weaknesses of the applicant? If possible, give examples.
- Do you place full confidence in the applicant's integrity? Radiographers work with confidential information and must be trusted.
- How does the applicant relate to, or work with, people? If possible, give examples.
- Additional comments about the applicant.

c. Send letters directly to:

**Veterans Affairs Medical Center
Attention: Michael Stori
School of Radiologic Technology-114
One Veterans Drive
Minneapolis, MN 55417**

We have enclosed three additional copies of this form so you can give them directly to the person who is writing the reference letter on your behalf.

Reference 2: _____

LETTER OF REFERENCE

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Full name of individual providing reference
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- How long and in what capacity have you known the applicant?
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Revised: 2/21/08

