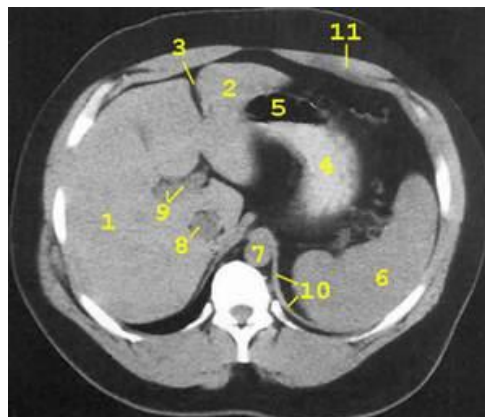


COMPUTED TOMOGRAPHY (CT)



Please return all application materials to:

ATTN: Radiologic Technology, Fielding 246

State Fair Community College

3201 West 16th St.

Sedalia, MO 65301

Fax: (660) 530-5827



Please direct questions to:

Radiology Program Director, Danielle Beumer – Phone: (660) 596-7403

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St. Sedalia, MO 65301. Inquiries also may be directed to the U.S Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

CT COURSE INFORMATION

RAD 169 Comprehensive CT Course for Technologists – 5 credit hours (online)

16 week session in Spring (Jan.-May.)

This course will prepare registered radiologic technologists or future registered radiologic technologists for post-primary certification and registration in Computed Tomography. This course consists of the four major CT content categories per ARRT (patient care, safety, image production and procedures).

RAD 117 CT Clinical Education – 4 credit hours

8 week session, summer (June and July) semester

Clinical education provides the student with the opportunity to practice the skills and theory taught in the classroom. Students will demonstrate CT exam competency, while practicing patient care and professionalism. Exam performance, professionalism skills and critical thinking will be evaluated in this course.

CT COURSE ADMISSION AND SELECTION PROCESS

Students with documented disabilities who are applying for admission to State Fair Community College's Computed Tomography courses are welcome according to guidelines of the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations will be made for students with documented disabilities

Students are eligible to apply based on the following conditions:

- Currently a registered radiologic technologist or registry eligible. (Nuclear Medicine and Radiation Therapy certification will be reviewed on a case-by-case basis) **OR**
- Currently a second year radiology student attending an accredited radiology program with a 2.75 GPA or above for each semester of radiology specific course work

Applicants may choose to enroll in one or both courses based on their needs. Students are admitted to the CT training courses on a first come first served basis. Application materials must be received at least one month prior to course start date to be considered for the course semester if seats are available. If class is full, application will be considered for the next available class offered.

The first 12 students who meet eligibility requirements with complete applications will be **invited** to join the upcoming course. If student accepts, (s)he will be enrolled in the class by their Student Success Navigator. Didactic classes are limited to 12 students and clinical education is limited to 8 local students. If class is full and more qualified individuals have applied, they will be placed on a waiting list and given first priority to the next course offered.

CT COURSE ADMISSION AND SELECTION CHECKLIST

(if currently attending State Fair Community College, skip step 1)

Step One: Meet State Fair Community College (SFCC) Admission Procedures

Submit an online SFCC Application for Admission to become a **non-degree seeking student** at www.sfccmo.edu/admissions. Students must be **fully admitted (Enrollment Checklist completed)** to SFCC before enrolling in CT courses. Non-degree seeking students are not eligible for financial aid at SFCC; if you wish to use financial aid, you must choose another student type.

Second year radiology students currently attending an accredited radiology program other than SFCC must submit official college transcripts to SFCC Registrar's office.

Step Two: Application Submission

Complete the enclosed **Application for Admission Form** (see page 4).

POST-APPLICATION SUBMISSION ADMISSION CHECKLIST (if enrolling in RAD 117 CT Clinical Education)

- Have a satisfactory background check from CastleBranch according to SFCC Health Science Background Check Policy (see page 8). Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Radiologic Technology Program Director.
- Submit proof of immunizations to the Medical Document Manager through CastleBranch according to the SFCC Health Science Immunization Policy (see page 9).
- Complete a negative drug screening before beginning training in a clinical site. This will be completed through CastleBranch.

CastleBranch

State Fair Community College Allied Health programs utilize CastleBranch for background screening, immunization record and document tracking for students. Upon acceptance to the Computed Tomography (CT) program, all radiology students will access www.castlebranch.com and order package code TK72. This package order includes the background check and Medical Document Manager. It is the student's responsibility to order these through CastleBranch and to upload immunization records and other documents as requested. Students should check their myCB (CastleBranch) account and student e-mail for alerts if information is needed to process the order and reminders as requirements approach their due dates. SFCC faculty will have access to view students' records and compliance status from a separate CastleBranch portal. Students will have unlimited, lifetime access to their accounts.

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SFCC Student ID

SFCC email address

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Last Name

First Name

Middle Name

--	--

Preferred Name

Other Names You Have Used

--	--

(Area) Home Phone No.

(Area) Cell Phone No.

--

Address – Street, Route, or Box Number

--	--	--

City

State

Zip Code

Are you a registered radiologic technologist?	<input type="checkbox"/> Yes, ARRT ID #:	<input type="checkbox"/> No
Are you currently a second year radiologic technology student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, name of the college currently attending:	College city and state:	

Request that official transcripts be sent to: State Fair Community College, Attn: Registrar, 3201 West 16th Street, Sedalia, MO 65301-2199.

Please mark the course(s) you are interested in:

- RAD 169 Comprehensive CT Course for Technologists
(online 16 week course in spring semester)

- RAD 117 CT Clinical Education
(8 week course in summer semester)

Computed Tomography Tuition and Fee Schedule 2024-2025*

RAD 169 Comprehensive CT for Techs

	IN-DISTRICT**	MISSOURI RESIDENT
5 Online Credit hours- Tier 3	\$1,470.00 (\$294/credit hour)	\$1,805.00 (\$361/credit hour)
Technology fee	\$225.00 (\$45/credit hour)	\$225.00 (\$45/credit hour)
TOTAL:	\$1,695.00	\$2,030.00

RAD 117 CT Clinical Education

	IN-DISTRICT**	MISSOURI RESIDENT
4 Credit hours- Tier 3	\$976.00 (\$244/credit hour)	\$1,244.00 (\$311/credit hour)
Technology fee	\$180.00 (\$45/credit hour)	\$180.00 (\$45/credit hour)
TOTAL:	\$1,156.00	\$1,424.00

Estimated Additional Program Related Expenses

There are many expenses that will be incurred in addition to course tuition and fees. While we have tried to be as thorough as possible, expenses may vary from the estimates listed.

NOTE: Additional expenses to consider include printing, supplies (notebooks, binders, and pens), laptop computer, immunizations, fuel, and vehicle maintenance.

CastleBranch- this includes background check, medical document tracker and drug test	\$145.99
Books	\$95.00
TOTAL	\$240.99

* *Subject to change without notice by the SFCC Board of Trustees*

**In-district tuition applies to residents of the following school districts: Cole Camp R-1, Green Ridge R-VIII, La Monte R-IV, Lincoln R-II, Otterville R-VI, Pettis County R-12 at Dresden, Pettis County R-V at Hughesville/Houstonia, Sedalia 200, Smithton R-VI, and Warsaw R-IX. Active-duty military personnel, reserve, National Guard members, and veterans and their dependents qualify for in-district tuition based on residency (must be in the primary “in-district” service area-Benton & Pettis County). Standard Missouri resident rates apply to active-duty military outside the primary service area.

ADDITIONAL INFORMATION

Essential Qualifications for the Radiologic Technology Program

(Although CT courses are not a separate program, CT courses are classified with the Radiologic Technology program).

The following essential qualifications address the motor, behavioral, emotional, communication and professional conduct essential to the Associate of Applied Science Degree in Radiologic Technology at State Fair Community College. Students must meet these essential qualifications in order to be admitted and retained in the program. Students with documented disabilities who wish to request reasonable accommodations under the American with Disabilities Act must follow the college’s procedure for requesting accommodations. The college reserves the right to reject requests for accommodations that would fundamentally alter the nature of an educational program, lower the academic standards, cause an undue hardship on the college, or endanger the health or safety of a student with a disability, other students, or any other member of the college community.

State Fair Community College Associate of Applied Science Degree in Radiologic Technology certifies

that the holder of that degree has been educated to competently enter practice as a radiologic technologist, having demonstrated competency in cognitive, affective, and psychomotor domains. Both professional coursework and general education requirements contribute to the development and completion of these competencies. To be eligible to sit for the American Registry of Radiologic Technologists' certifying examination, all components of the degree program must be completed. In order to successfully complete these competencies and to ensure the health and safety of patients, fellow candidates, faculty, and other health care providers, the abilities listed on the following pages are required. These requirements are consistent with the employment requirements of our clinical education sites. Each person who completes a letter of recommendation form will also be evaluating the applicant's ability to meet the Essential Qualifications, and one or more concerns from the person completing the recommendation form may result in the student not being accepted to the program.

Motor Skills

With or without reasonable accommodations, a candidate for this program must be able to have sufficient motor function so that they are able to execute movements required to provide general care and examination to patients in all diagnostic imaging settings. In general, this requires candidates to be able to regularly lift at least 25-100 pounds (in assisting in patient transfers); stand/walk 6-7 hours per 8 hour shift with prolonged standing; bend, stoop and twist repetitively, lasting several minutes each time, carry up to 20 pounds, move carts weighing 200 lbs., and reach a height of 6 feet to activate emergency call buttons and reach equipment. Fine and gross motor movement of the upper extremities is required in all of the above.

Sensory

With or without reasonable accommodations, a candidate for this program must be able to observe a patient accurately, align body parts to be imaged with the x-ray beam and imaging receptor, and observe and appreciate both verbal and non-verbal communications when performing diagnostic imaging studies. Candidates should have normal functional vision with corrective eyewear. Candidates should have auditory ability sufficient for physical monitoring and assessment of client health needs, which includes hearing faint body sounds, faint voices, hearing situations when not able to see lips, and hearing auditory alarms with or without auxiliary aids.

Behavioral/Emotional

With or without reasonable accommodations, a candidate for this program must have the emotional stability in order to approach situations and apply critical thinking skills in a systematic and professional manner. They must be capable of exercising good judgment and promptly completing the responsibilities involved in the examination and care of patients. Candidates must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. Candidates must be able to deal effectively with the stresses encountered in nearly 40 hours of class work per week in addition to family and life demands. They must express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback.

Communication

With or without reasonable accommodations, a candidate for this program must be able to effectively explain diagnostic imaging procedures to both the patient and family members, utilize questioning techniques to obtain accurate clinical histories, and give directions during the study. Candidates must be able to communicate orally and in writing with individuals of all backgrounds and educational levels.

Cognitive

With or without reasonable accommodations, a candidate for this program must be able to measure,

calculate, reason, analyze, integrate and synthesize in the context of undergraduate radiologic technology education. Candidates must be able to quickly read and comprehend extensive written material. They must also be able to recall, evaluate, and apply information and engage in critical thinking in the classroom and clinical setting.

Professional Conduct

Candidates must possess the ability to reason morally and practice radiologic technology in an ethical manner. Candidates must be willing to learn and abide by professional practice standards. They must possess the attributes that include compassion, empathy, integrity, honesty, responsibility and tolerance. Candidates must be able to engage in examination and patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients and vulnerable adults. Candidates who are selected for the program must pass a criminal background check as required by our clinical education sites.

While these abilities are required to successfully complete the competencies leading to the Associate of Applied Science in Radiologic Technology degree, successful completion of the requirements for a degree does not guarantee eligibility to take the American Registry of Radiologic Technologists' Certifying exam. Eligibility for examination requires that the candidate be of good moral character. Conviction of a misdemeanor or felony may indicate a lack of good moral character for ARRT purposes. The ARRT Ethics Committee conducts a thorough review of all convictions. Documentation required for a review includes written personal explanation of the activity and court records to verify the conviction, sentence, and completion of the sentence.

It is important that the candidate understand that there is a moral character requirement for eligibility for examination. Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT. This is grounds for permanent denial of eligibility for certification. The ARRT may conduct criminal background searches whenever appropriate. If you have concerns regarding your eligibility to sit for the ARRT examinations, please contact the ARRT at:

The American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120
(651) 687-0048
www.arrt.org

Title IV and Licensure Information

The State Fair Community College Radiologic Technology Program is designed to meet educational requirements for an ARRT professional license/certification in Radiography required for employment as a Radiologic Technologist. Completion of the Radiologic Technology Program meets educational requirements for licensure/certification in ALL 50 STATES. If you have questions about licensure/certification requirements in a specific state, contact the program directly or view the information listed in Consumer Information at <https://www.sfccmo.edu/about/consumer-information/>.

Health Science Background Check Policy
(Required for RAD 117 CT Clinical Education)

The Joint Commission on Accreditation of Healthcare Organization (JCAHO), which accredits health care facilities across the country, enforced background screening in September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

As required by clinical facilities contracted by State Fair Community College, all Health Science program students that are enrolled in a clinical course must submit to a criminal background check from the state or states in which they have resided over the past year.

Students are responsible for the payment of their background investigation, and CastleBranch must conduct the investigation.

All background checks will be evaluated according to the exclusionary criteria of the contracted clinical facilities. Failure to complete a background check will prohibit student from participating in clinical education and admission to all State Fair Community College Health Science programs.

Students with criminal histories who desire licensure or registration in Health Science Professions are urged to consult the laws governing licensure or certification in the state they intend to license/certify prior to application to the respective allied health program.

The following searches are required for students attending facilities for clinical through State Fair Community College:

1. Missouri Statewide Criminal History Record Search
2. Federal Criminal History Record Search
3. Social Security Number Trace (residential history, state and date issued)
4. National Sex Offender Registry
5. Office of Inspector General Sanction Report
6. General Services Administration
7. Missouri Department of Social Services Request for Child Abuse or Neglect
8. Senior Care Registry (EDL)
9. Family Care Registry
10. Residential History Search
11. U.S. Treasury Department Office of Foreign Asset Control List of Specially Designation Nations

Health Science Communicable Disease and Immunization Policy
(Required for RAD 117 CT clinical Education)

Individuals who choose to undertake training for a health science profession should be aware of the risks associated with health care training and professional practice. Healthcare students and professionals utilize standard precautions to reduce the risk of infectious disease exposure, however, these measures do not eliminate the risk that a student or healthcare provider may become infected.

During healthcare training in the lab and clinic setting, students will come into close contact with their instructors, classmates, and patients. With this in mind, students should make informed choices regarding their education and career.

Please review all CDC and WHO links provided below to ensure you are well informed regarding the risks associated with healthcare and with the preventative measures used to mitigate these risks. If you have concerns about your personal risk level, you should contact your healthcare provider.

CDC: Workplace Safety and Health Topics: Health Care Workers

<https://www.cdc.gov/niosh/topics/healthcare/default.html>

CDC: Infection Control: Standard Precautions for All Patient Care

<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

CDC: Sequence for Putting on PPE and Safe PPE Removal

<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

Upon acceptance to State Fair Community College Health Science programs, students are required to provide proof of immunization against a variety of diseases. Proof includes evidence of vaccination on an official record, school records, or positive titer results. Students must submit proof of immunization using the Medical Document Manager through their CastleBranch account **IF** your program requires it. Students not meeting immunization requirements or not receiving an approved exemption from the clinical site will be prohibited from participating in clinical education and, therefore, will be dismissed from the program. The SFCC immunization policy for Health Science students is determined by the requirements and standards of our clinical partners. The immunization policy applies equally to all students regardless of their specific clinical placement. Should clinical site requirements change, students will be required to meet the standard or will be prohibited from participating in clinical education.

Students should have received most of these immunizations during childhood, but some immunizations need to be more recent. These immunizations and tests may be obtained for a nominal fee at local county health departments.

The required immunizations include:

- COVID-19 Vaccine
 - Verification of immunization series completion and boosters as required by clinic sites
 - Series of 2 doses of monovalent Moderna or Pfizer **OR**
 - Doses at least 3 weeks apart
 - As of 5/6/23 vaccine is no longer available
 - Single dose of monovalent Johnson and Johnson **OR**
 - As of 5/6/23 vaccine is no longer available
 - Single dose of bivalent Moderna or Pfizer

- Measles, Mumps & Rubella (MMR) Vaccine
 - Laboratory evidence of immunity
 - Laboratory confirmation of rubella, mumps or measles disease OR
 - Birth before 1957 does not require immunization
 - Evidence of NO measles immunity need two doses of MMR vaccine, with the second dose administered no earlier than 28 days after the first dose.
- Varicella (Chickenpox) Vaccine
 - Laboratory evidence of immunity OR
 - Document of vaccination with 2 doses of varicella vaccine
 - 2 vaccines at least 28 days apart
- Influenza (Seasonal Flu) Vaccine
 - Verification of annual flu vaccine (fall)
- Hepatitis B
 - Laboratory confirmation of Hepatitis B immunity OR
 - Series of 3 doses of Engerix B or Recombivax HB over a 6-month period OR
 - Series needs to be started prior to beginning program of study and the remainder can be completed after program entry
 - Series of 2 doses of Heplisav-B
 - 2 doses at least 4 weeks apart
- Diphtheria, Tetanus & Pertussis Vaccine
 - Documentation of having received a booster within the last 10 years
- Tuberculosis
 - Student must have a QFT, T-Spot, or a 2-step PPD in the last 12 months with the last step occurring less than 1 month prior to program admission.
 - The 2-step Tuberculin Skin Test (PPD) is 2 tuberculin skin tests completed at least 7 days apart of each other
 - Step 1 – Tuberculin Skin Test administered and result read within 2-3 days
 - Step 2 – A second Tuberculin Skin Test administered at least 7 days after the first test was administered and the results read within 2-3 days.
 - TB test (1 step) is required annually (PPD, QFT, or T-Spot)
 - Students with a positive TB skin test (PPD, QFT, or T-Spot) must provide evidence of having a positive TB test, and submit a negative chest x-ray report and negative TB questionnaire. A negative TB questionnaire is required annually.
 - Evidence of a positive TB skin test must be documented by one of the following:
 - Chest x-ray report indicating positive TB skin test as the reason for the exam OR
 - Official TB skin test record indicating a positive result
 - If unable to provide evidence of a positive TB skin test, the student must repeat a PPD, QFT, or T-Spot to provide documentation of a positive result

Students with approved immunization exemptions must abide by clinical facility mandates such as PPE or communicable disease testing on a regular basis (possibly at the student's expense).

Students must maintain current immunization records for the duration of the health science program and throughout the course remediation period.

Pregnancy Policy

Students should be aware that there is a possibility of radiation injury to an unborn fetus with the greatest risk occurring during the first trimester. A female student has the option of whether or not she wants to notify program officials of her pregnancy. If the woman chooses to voluntarily inform officials of her pregnancy, it must be in writing and indicate the expected date of delivery. A student who notifies the program of her pregnancy has the following options:

Option #1: The student may continue the educational program without modification or interruption.

Option #2: The student may continue in the program with the following restrictions being imposed on clinical rotations. The pregnant student will have limited exposure to the following:

1. Fluoroscopic procedures
2. Portable procedures
3. Surgical procedures
4. Procedures involving radium-implant patients
5. Nuclear Medicine procedures

Substitute clinical rotations will not be provided. All clinical rotations missed by the student will be made up at the end of the program. This will result in a delay in the completion of the program. In addition to the clinical restrictions, the pregnant student will be expected to complete all of the standard clinical requirements.

Option #3: A pregnant student may request a leave of absence not to exceed one year and either withdraw from or attempt to complete the courses she is currently enrolled in. There would be a place reserved for the student in the next accepted class, and it would not be necessary to submit another application for admission to the program.

Option #4: A pregnant student may request to withdraw from the program for an indefinite period of time. If she wished to be reinstated, she must submit an application and compete for readmission to the program. Any previous coursework taken would be reevaluated at the time of readmission to assure that competency has been maintained.

A female student may withdraw declaration of pregnancy at any time. If the student chooses to voluntarily withdraw the declaration of pregnancy, she must inform program officials of her pregnancy declaration withdrawal in writing.

State Fair Community College also has a Pregnant & Postpartum Student policy as dictated by Title IX. This policy is to aid pregnant and postpartum students academically. Please contact the Dean of Student Services, Dr. Autumn Whitehead, at aporter14@sfccmo.edu to declare pregnancy with the college and request appropriate accommodations.

Health Science Blood Borne Pathogen Exposure and Prevention Policy

A student who has exposure to blood, body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash the area with soap and water
- Flush splashes to the nose, mouth or skin with copious amounts of water
- Irrigate eyes with clean water, saline or sterile irrigants

- Remove soiled personal protective equipment and/or clothing

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the clinical or supervising faculty
 - The faculty will alert the appropriate facility staff
- Identify the source of exposure
- Seek medical attention
 - Medical attention should take place within 1-2 hours of the exposure.
 - Medical attention may be sought at the clinical site if appropriate
 - The student has financial responsibility for any cost associated with evaluation, treatment, and/or counseling that results from an exposure

Other student responsibilities:

- Complete an incident report as indicated by the faculty or the clinical site
- It is student's responsibility to make his/her healthcare provider aware of the results of any blood panel drawn as a result of exposure
- It is the student's responsibility to follow up with any counseling recommended by his/her healthcare provider as a result of an exposure
- It is the student's responsibility to follow up with any treatment recommended by his/her healthcare provider as a result of an exposure

The faculty will notify the program administrator.

State Fair Community College Health Science programs do not undertake any screening of faculty or students for antibody to HIV.

Student Health/Health

The Radiologic Technology program will follow the Health Science Immunization Policy.

Students are required to report any illness, communicable disease or other condition that might affect the health of the student, patients, or staff to the program director as soon as they become aware of such condition.

If the student is exposed to body fluids by needle stick, other puncture wounds or by other means such as splashes in the classroom or during clinical experience it is the responsibility of the student to seek medical attention. The student will be responsible for all medical care expenses associate with such incident.

As a student you are not covered under Workman's Compensation; therefore, all students are urged to have some type of medical hospitalization insurance.

SFCC faculty and staff are committed to providing an environment that encourages physical health and fitness in smoke-free facilities. Located at the Sedalia campus, the Fred E. Davis Multipurpose Center has both an indoor walking track and a fitness/weight training facility. Any current student may use

these facilities during open hours. An outdoor walking and fitness trail is adjacent to the Multipurpose Center. Students may also wish to enroll in one of the physical activity or wellness courses. Visit the SFCC Web site for more information.

Each Health Science student is responsible for his/her own health and hospital insurance coverage. Neither State Fair Community College nor any of the affiliated clinical sites are responsible for payment of charges incurred due to student's illness or injuries. Use of the Emergency Department or other medical providers will be the financial responsibility of the student. **It is strongly recommended that each student carry hospitalization insurance.** Students should be aware that there is a possibility of radiation injury to an unborn fetus with the greatest risk occurring during the first trimester.