NYC HEALTH+ HOSPITALS | Bellevue

School of Radiologic Technology
2021-2022

General Information Summary

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MISSION STATEMENT

The mission of NYC Health + Hospitals/Bellevue School of Radiologic Technology is to promote, educate and train students in the medical imaging profession. Through an effective teaching and learning environment, graduates of the school will be able to support other health care professionals, serve the health care community, and provide quality patient care. The program's mission is achieved through the following five goals and associated student learning outcomes.

Goals:

1. **The program will graduate competent entry-level radiographers.**
   Student Learning Outcomes:
   - Students will be able to perform entry-level positioning skills.
   - Students will demonstrate safe radiation protection procedures.
   - Students will demonstrate patient care assessment and vital sign competency.

2. **The program will provide an education that promotes effective communication skills.**
   Student Learning Outcomes:
   - Students will demonstrate effective writing and speaking skills with peers.
   - Students will demonstrate effective communication skills with patients and other health care professionals.
   - Students will demonstrate data entry and acquisition skills.
   - Students will demonstrate effective non-verbal communication.

3. **The program will provide an education that promotes effective problem solving and critical thinking skills.**
   Student Learning Outcomes:
   - Students analyze their radiographs and others (via PACs) and identify the requirements of a diagnostically acceptable radiograph and list solutions for images that are suboptimal.
   - Students will correctly make changes to exposure factors to compensate for various body parts, sizes, and pathologies.
   - Students will perform non-routine radiographic procedures on a

variety of patients.

4. **Graduates will demonstrate responsible behavior and professional development.**
   Student Learning Outcomes:
   - Students will demonstrate responsible behavior and understand the importance of professional and ethical policies.
   - Students will understand the value of life-long learning, professional membership, and interview preparation.
   - Students will have voluntarily joined national and/or state professional (societal) organizations.
   - Graduates will demonstrate professional growth after graduation.

5. **The program will graduate a sufficient number of certified entry-level radiographers to meet the needs of the health care community.**
   Student Learning Outcomes:
   - Students will complete the program.
   - Students will pass the credentialing exam.
   - Students seeking employment in the field will find jobs after graduating.
   - Graduates will indicate that they were adequately prepared as entry-level radiographers.
   - Employers will indicate that graduates are adequately prepared as entry-level radiographers.

GENERAL INFORMATION

A. Introduction.

Founded in 1972, the NYC Health + Hospitals/Bellevue School of Radiologic Technology (BHCSRT) offers a 24-month (six trimesters) certificate program in Radiologic Technology. The program does not grant a degree. All academic, laboratory, and clinical instruction is held on the NYC Health + Hospitals/Bellevue campus. Graduates are eligible to apply for the American Registry of Radiologic Technologists (ARRT) Certification and NYS Licensure.

The program involves approximately 950 contact hours of classroom work, 1,770 hours of clinical training, and 288 hours of workshops and independent study. School hours are from 8:30 am to 4:30 pm, Monday through Friday. All courses are required and must be taken sequentially. Successful completion of all academic courses and required clinical competencies is required for graduation.

B. Employment, Salary, and Continuing Education Requirements.

The most recent New York State Department of Labor statistics indicate a radiologic technologist entering the field earns a mean (average) annual salary of $49,760 and an experienced worker a mean (average) salary of $74,930. For additional information on a career in radiography go to:***www.arrt.org***, ***www.asrt.org***, or ***www.nycareerzone.org***.

For a list of other radiography programs in New York State go to: ***www.health.state.ny.us/nysdoh/radtech/schlist2.htm*** or ***jrcert.org***. According to New York State, if the tuition, fees, and costs exceed 200% of the mean annual salary they are considered to be excessive. The total tuition, fees, and other costs of BHCSRT are approximately 35% of the entry-level mean annual salary.

While the school does not provide or guarantee job placement, classes are conducted in resume writing, job search, and interview preparation. Radiographers are employed in hospitals, imaging centers, urgent care centers, doctors' offices, HMO's and the military. Once a graduate is certified by the ARRT, he/she is eligible to apply for New York State licensure and is also eligible to be employed in most states. ARRT certification is time-limited to 10 years. Continuing education (CE) is required for both renewal of the ARRT Registration and NYS License.

C. Accreditation

The school is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program are eligible to apply for the American Registry of Radiologic Technologist (ARRT) certification exam and New York State Department of Health licensure. The program is currently on a **5 year accreditation status,** *Accreditation***- The Joint Review Committee on Education in Radiologic Technology (JRCERT)**

20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Tel. (312) 704-5300
Web Site: www.jrcert.org

D. Sponsorship/Faculty.

The school is sponsored by NYC Health + Hospitals/Bellevue (BHC), which is part of the New York City Health and Hospitals Corporation (HHC). The New York City Health and Hospitals Corporation is the largest municipal hospital and health care system in the country providing medical, mental health and substance abuse services through its 11 acute care hospitals, 4 skilled nursing facilities, 6 large diagnostic and treatment centers and more than 80 community based clinics. HHC Health and Home Care also provides health services at home for New York residents. BHC is considered the flagship hospital and is accredited by The Joint Commission (TJC).

NYC Health + Hospitals/Bellevue serves the health care needs of a diverse community and provides an opportunity for each student to develop empathic and

culturally sensitive patient care skills. The full-time faculty members hold current ARRT Registrations and NYS Licenses and possess a minimum of a master's degree. Adjunct lecturers are drawn from BHC Department of Radiology and New York University School of Medicine as needed.

E. Location & Directions.

NYC Health + Hospitals/Bellevue is located at 1st Avenue and 27th Street and is easily accessible by public transportation via the 1st and 2nd Avenue buses, the 23rd and 34th Street cross-town buses, and the No. 6 IRT subway (28th Street station). BHC is one block west of the FDR Drive. (**Note:** Bellevue has no provision for student parking.)

Program Effectiveness Data: Bellevue Radiologic Technology Program
USE THE LINK BELOW:
https://hhinternet.blob.core.windows.net/uploads/2021/05/ProgramEffectivenessData.pdf

School Calendar for 2021/2022

2021	
First Day of Trimester	January 4, 2021
First Day: Incoming class of 2022	January 11, 2021
MLK Birthday	January 18, 2021
President's Day	February 15, 2021
Spring Break	April 5-9, 2021
Finals Week	April 19-23, 2021
First day of New Trimester	May 3, 2021
Memorial Day	May 31, 2021
Independence Day	July 5, 2021 observed
Finals Week	July 26- July 30, 2021
First day of New Trimester	September 6, 2021
Labor Day	September 7, 2021
Columbus Day	October 11, 2021
Election Day	November 2, 2021
Veterans Day	November 11, 2021
Graduation Ceremony	November 20, 2021
Thanksgiving Break	Nov.25-26, 2021
Finals week	Dec. 13- Dec. 17, 2021
Winter Break	Dec. 24, 2021-Jan. 3, 2022
2022	
First Day of Trimester	January 3, 2022
First Day: Incoming class of 2023	January 10, 2022
MLK Birthday	January 17, 2022
President's Day	February 21, 2022
Spring Break	April 18-22, 2022
Finals Week	April 25-29, 2022
First day of New Trimester	September 2, 2022
Memorial Day	May 30, 2022
Independence Day	July 4, 2022
Finals Week	July 25- July 29, 2022
Labor Day	September 5, 2022
First day of New Trimester	September 6, 2022
Columbus Day	October 10, 2022
Election Day	November 2, 2022
Veterans Day	November 11, 2022
Graduation Ceremony	November 18, 2022
Thanksgiving Break	Nov.24-25, 2022
Finals week	Dec. 12- Dec. 16, 2022
Winter Break	Dec. 23, 2022-Jan. 2, 2023

ADMISSIONS INFORMATION

A. Essential Job Skills.

An applicant must be able to perform the essential job skills necessary for the radiography profession, which include:

1. Utilization of psychomotor skills in moving, lifting and positioning patients in beds, wheelchairs and stretchers and onto the examination table and manipulation and movement of imaging equipment, including mobile radiography units.

2. Use of visual, aural and oral capabilities necessary for patient observation, assessment, equipment operation, and communication.

3. Standing for an extended period of time and capable of working and assisting in a sterile environment.

4. Assessing and monitoring of all patients, especially the very young, elderly, critically ill, and traumatized.

5. Evaluating and recording of patient vital signs, and venipuncture competencies.; and;

6. Performing single and dual person CPR.

B. Degree Requirement.

All applicants must possess an **Associate degree** (or higher degree) from a college or university that is accredited by one of the six recognized degree-granting agencies listed below.

Eligibility to sit for the American Registry of Radiologic Technologists (ARRT) Certification Exam requires the individual to have an associate degree or higher. Since NYC Health + Hospitals/Bellevue School of Radiologic Technology grants a certificate-of-completion, not a degree, all applicants applying to the school must currently possess an associate, or higher, degree. While a major in science might be more beneficial, there is no specific degree preference for admission to the program; only that the applicant has earned a minimum of an associate degree.

The applicant should have his/her college(s) send official copies of his/her transcripts directly to our school. The applicant may also provide copies of medical, professional, or technical certificates from any courses or workshops that he/she has completed. Having a science and/or health care background, while not a prerequisite, is considered beneficial.

Note: Foreign transcripts (whether officially evaluated by a recognized translation service or not) are unacceptable, regardless of the applicant's level of completed education.

Recognized Degree Granting Agencies.
At this time, our program only recognizes domestic degrees granted by colleges and universities accredited by 1 of the following 6 Regional Accrediting Agencies in the United States:

- **Middle States Association of Colleges and Schools** *(New York, New Jersey, Pennsylvania, Delaware, Maryland, District of Columbia, Puerto Rico, and the U.S. Virgin Islands).*

- **New England Association of Schools and Colleges** *(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont).*

- **North Central Association of Colleges and Schools** *(Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, and Wyoming).*

- **Northwest Association of Schools and Colleges** *(Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington).*

- **Southern Association of Colleges and Schools** *(Virginia, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Alabama, Tennessee, and Texas).*

- **Western Association of Schools and Colleges** *(California, Hawaii, and Guam).*

C. Application Process

To apply to the program follow the steps outlined below.

1. Fill out the application form completely. You may include a resume (optional), but still need to complete the employment section of the application.
2. On a separate sheet of paper submit a biographical **essay** describing your educational objectives and career plans (see back of application form for specific information that should be included).
3. Include a $75.00 money order (no personal checks) with your application payable to**: NYC Health + Hospitals/Bellevue School of Radiologic Technology**. This is a non-refundable processing and testing fee.
4. In order to be scheduled for the admissions examination, mail the application, personal essay, and money order to the above address. You

will be mailed (and/or emailed) a letter confirming the date and time of your exam.

5. Give a blank reference letter form and a pre-addressed, stamped envelope to the three (3) individuals you have listed as references on the back of your application. Your references should know you in an academic, employment, or religious capacity and should not be family members or friends (see application and reference letter for further details).
   Once **all** of the applicant's documentation has been received, s/he will be scheduled for the admissions exam.

Note: All submitted documentation remains the property of the school.

D. Admissions Testing.

Admissions testing, interviews, and acceptance into the program are on a "**first-come basis**", so return the requested documentation as soon as possible. There are a limited number of seats for each new class. The Admission Test administered by the school is the "Health Occupations Aptitude Exam", designed by the Psychological Services Bureau (PSB). Further information about the exam may be accessed on the PSB website: www.psbtests.com.

E. Interview Scheduling.

In order to be interviewed by the Admissions Committee you must (1) obtain a minimal passing score on the admissions exam and (2) submit all requested documents. Interviews cannot be granted to any applicant whose file is incomplete.

F. Application Deadline.

The deadline for submission of the application for the class beginning in January, 2022 is **Friday, June 25, 2021**.

G. Provisional Enrollment.

The applicant will be **provisionally enrolled** into the program and is based upon:

1. a minimum score in each category of the admissions exam,
2. qualifications of the applicant with regard to scholastic aptitude and maturity,
3. life experiences & level of interest in Radiologic Technology as a career choice, and
4. a successful interview with members of the Admissions Committee.

H. Official Enrollment.

Once a student has been provisionally accepted by the Admissions Committee, s/he must gain total clearance through the BHC Volunteer Department. Clearance by the Volunteer Department is contingent on successful completion of the following:

1. Medical Clearance (includes a drug screening).

2. HIPAA training.
3. Mandates: Environment of Care, Life/Fire Safety, Oxygen/Medical Gases, Emergency Preparedness, Security Management, Utilities Management, Medical Equipment Management, Incidents/Accidents/Injuries/Needle Sticks, MSDS/Right to Know, and Radiation Safety.

Once clearance has been obtained from the Volunteer Department, the applicant is **officially enrolled** into the program.

Note: Falsification or other intentional misrepresentation of any required application or admission material, including any information requested during the two years of the program, will result in the immediate disqualification of the individual from the applicant pool or dismissal from the program.

I. Non-discrimination Recruitment Policy.
Program recruitment and admission practices are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class. Pregnancy is not a barrier either to admission or continuance in the program.

J. Processing/Testing Fee.
A non-refundable $75.00 fee is required to cover the cost of processing the applicant's file and a fee of $80.00 is required for the administration of the admissions examination at the test center.

K. Transfer Students/Advanced Placement.
Applicants from other accredited radiography programs (hospital or college) will be considered for admission providing the applicant submit a letter stating the reason for the transfer and presents all official academic and clinical transcripts and certified proof of the completed number of academic and clinical hours. The transfer student must also submit documentation required of all applicants.

Since the program is cohort-based and radiography programs (hospital or college) generally do not offer identical sequencing of courses or clinical training, a transfer student, who is accepted, will either transfer in at the beginning of the first or second year. Acceptance and status assigned will be dependent upon the submitted documentation. In addition, a transfer student may be required to take the admissions exam and a first year assessment exam to further determine his or her acceptance into the program and, if applicable, advanced placement status.

FINANCES

A. Tuition and Fees

Tuition is $2500 per trimester ($7500/yr) and is due on the first day of each trimester (Jan, May, and Sept). Upon acceptance into the program, a **non-refundable** seat deposit of $500 is required. The balance of the first trimester's tuition, $2000, is due the first day of school. Students are responsible for the cost of the required text books/e-books, uniforms and supplies.
(Note: tuition, deposits, and fees are subject to change without prior notice.)
Although the program does not provide health insurance, eligible students may apply for the health care plans administered by the hospital.

B. Summary of Anticipated Expenditures and Fees

The following table is an approximation of the expenditures and fees that all of the students can anticipate related to the Program.

EXPENDITURES / FEES:	AMOUNT:	DATE DUE:
Tuition (program length is 6 trimesters or 2 years)	Each trimester $2,500.00 Total 2 years $15,000.00	First day of trimester
Required Publisher's Pre-pack (texts/e-books)*, Uniforms, Markers, Thyroid Shield, and Exam Prep. etc	Approximate $1,500.00	First week of orientation (one-time expense)
NYU Dept. of Emergency Medicine Training Division: General Patient Care Competencies Workshop Fee Venipuncture Workshop Fee	 $125.00 $ 90.00	 2nd Trimester 5th Trimester
Application Fees for Credentials: ARRT Certification Exam NYS Licensure	 $ 200.00 $ 120.00	 5th Trimester 5th Trimester
Graduation Fee	$ 100.00	5th Trimester
Professional Student Memberships: American Society of Radiologic Technologists NYS Society of Radiologic Sciences, Inc.	 $ 35.00 $ 30.00	 1st Trimester 1st Trimester

C. Financial Aid

NYC Health + Hospitals/Bellevue School of Radiologic Technology participates in New York State Higher Education Service Corporation Tuition Assistance Program (TAP), Department of Veterans Affairs Benefits Program including the new GI Bill, New York State Adult Career Continuing Education Services-Vocational Rehabilitation (ACCES-VR). If there is a tuition overpayment at the end of two years due to receipt of financial aid, the student or payee will receive a refund.

D. Refund Policy

Should a student withdraw voluntarily within two weeks of the beginning of a trimester, tuition will be fully refunded for that trimester (except for the non-refundable seat deposit). Should a student withdraw voluntarily within two to four weeks of the beginning of a trimester, half of the tuition will be refunded. Following four weeks of the trimester, no tuition refund will be issued. No refund will be refunded if student is terminated for cause, regardless how many days from the beginning of the trimester. In the event that a student is dismissed for cause, there will be no tuition refund, regardless of the number of days or weeks from the beginning of the trimester.

CURRICULUM AND COURSE DESCRIPTION

A. Didactic Education

All didactic instruction is held on the school premises. The six trimesters (2 years) of the program consists of 44 didactic courses. 21 courses (48% of the total curriculum) are taught during trimesters 1& 2 (the first 8 months). This demanding course load requires that most students spend a minimum of 3 to 4 hours of studying each evening, including weekends.

The remaining 23 courses are spread throughout remaining trimesters 3 through 6. In these trimesters, the amount of clinical contact hours increases greatly. An applicant should consider the demanding nature of the didactic & clinical education, and be reflective when considering if he/she is willing or capable of making this commitment to their educational goals at this time.

B. Clinical Education

Clinical education at NYC Health + Hospitals/Bellevue School of Radiologic Technology consists of a structured didactic and practical experience utilizing a building block and step approach. Knowledge acquired and demonstrated in the classroom is applied in the laboratory setting under the direction of the schools' faculty. The student gains additional hands-on experience through positioning workshops and eventually performs simulated procedures as laboratory competencies. The student's positioning and patient care skills are further developed in the clinical setting through observation and supervision. When the student has achieved a certain level of experience and training, the final evaluation process includes demonstration of specific radiological procedures on patients called clinical competencies and terminal competencies. At each step along this route of progression, the student is encouraged to approach his/her education proactively. Students are reminded that they share an obligation with other members of the healthcare team to provide quality care to all patients they encounter during their clinical training. Throughout this process, the student is monitored by the clinical coordinator, laboratory and clinical instructors, and staff

radiographers. Adherence to the clinical policies and guidelines in the handbook by students, faculty, and staff assures that each student has the supervision and opportunity to develop and learn the basic entry-level positioning and patient care skills required for registration and licensure.

All clinical assignments are on the NYC Health + Hospitals/Bellevue Campus. Clinical rotations include Main Radiology, Ambulatory Care Clinics, Mobile Radiography, Emergency Services, Interventional Procedures, Operating Room, Pediatrics, Bone Densitometry, and Computed Tomography. Senior students have the opportunity to perform elective rotations in Mammography, Magnetic Resonance Imaging, and Adult Emergency Services (evening rotation) during their final 6 months of the program. NYC Health + Hospitals/Bellevue is a Level 1 Trauma Center, Designated Head and Spinal Cord Injury Center, and offers services in microsurgical re-implantation.

FIRST YEAR CURRICULUM		
COURSE TITLE	**COURSE DESCRIPTION**	**CONTACT HOURS**
Trimester I (16 Weeks)		
Anatomy and Physiology I	An introduction to body systems, homeostasis, cells, tissues, and the skeletal system.	30
Introduction to Health Care Delivery	A history of radiography including an overview of health care, the radiology department, and the hospital organizational chart. Professionalism and legal issues are also discussed.	15
Introduction to Radiation Protection	Basic principles for patient and personnel radiation protection are discussed along with shielding requirements, radiologic units of measurement, radiation monitors and dose equivalent limits	15
Medical Terminology I	Introduction to word roots, combining forms, suffixes, prefixes, and vocabulary building to include anatomy of the digestive and body systems.	30
Patient Care I	Infection Control, surgical asepsis, communication skills, critical thinking, problem solving, fire & safety hazards, body mechanics, and patient assessment are discussed.	15
Physics I	Introductions to energy and matter, fundamental units of measurement, Newtonian laws, atomic and molecular structure, electrostatics, electrodynamics, and electromagnetism.	30
Principles of Radiographic Exposure I	Introduction to the basic terms used in medical imaging and the contributing factors of good radiographic quality and radiographic technique.	30
Radiographic Positioning I	Radiographic procedure and positioning of the thoracic and abdominal cavities and the upper extremity.	30
Radiographic Positioning Lab I	Demonstration and application of radiographic positions presented in Positioning I, including image receptor and marker placement, and patient safety.	30
Clinical Contact Hours	Limited to observational rotations with the opportunity to complete appropriate lab evaluations. No formal scheduling of students.	

	Total Contact Hours Trimester I	**255**
Trimester II (16 Weeks)		
Anatomy and Physiology II	The musculoskeletal, digestive, urinary, respiratory, and circulatory systems are presented	30
Digital Imaging I	Introduction to computer science, including hardware, software, and the binary number system. Computed radiography, digital radiography, digital fluoroscopy, viewing the digital image, quality control, and artifacts are discussed.	15
Image Critique I	Evaluation of student and staff radiographs, image quality factors, patient positioning, radiation protection, and structures demonstrated are discussed with film and digital images. Emphasis is placed on Positioning I procedures.	15
Medical Terminology II	A continuation of Medical Terminology I, exploring and identifying those medical terms applicable to body systems.	30
Patient Care II	Patient assessment, vital signs monitoring, oxygen administration types of tubes & lines, crash cart equipment, emotional & physical needs of the patient, and interdisciplinary teamwork are discussed.	15
Physics II	Electrical circuits, generators, motors, control of high voltage, x-ray circuitry, x-ray unit, and the x-ray tube are presented.	30
Principles of Radiographic Exposure II	Discussion of how x-rays are produced, the x-ray emission spectra, and how x-rays interact in tissues.	30
Radiation Protection	Design of radiation protection equipment and prot4etive barriers, radiation detectors, and measurement devices are discussed. Emphasis is placed on the reduction of patient and personnel dose while performing conventional and mobile radiography, and C-arm fluoroscopy.	15
Radiographic Positioning II	Radiographic procedure and positioning of the shoulder girdle, lower extremity, and the pelvic girdle.	15
Radiographic Positioning Lab II	Demonstration and application of radiographic positions presented in Positioning II, including image receptor and marker placement, and patient safety.	30
Clinical Contact Hours II	Formal scheduling of students begin, and laboratory and clinical competencies from Positioning I can be achieved.	224
	Total Contact Hours Trimester II	**449**
Trimester III (16 Weeks)		
Anatomy and Physiology III	The skull and facial bones are presented.	15
Digital Imaging II	Viewing the digital image, digital quality control and digital image artifacts are discussed.	8
Image Critique II	Evaluation of student and staff radiographs, image quality factors, patient positioning, radiation protection, and structures demonstrated are discussed with film and digital images. Emphasis is placed on Positioning II procedures.	15
Imaging Modalities	Introduction to computed tomography (CT), magnetic resonance imaging (MRI), ultrasound (US), and nuclear medicine.	7

Principles of Radiographic Exposure III	Controlling scatter radiation, use of intensifying screens and fluoroscopy are discussed.	30
Radiographic Positioning III	Radiographic procedure and positioning of the bony thorax, vertebral column, and contrast procedures.	30
Radiographic Positioning Lab III	Demonstration and application of radiographic positions presented in Positioning III, including image receptor and marker placement, and patient safety.	30
Clinical Contact Hours III	Laboratory and clinical competencies from Positioning I & II can be achieved.	265
	Total Contact Hours Trimester III	**400**
SECOND YEAR CURRICULUM		
Trimester IV (16 Weeks)		
Anatomy and Physiology IV	The nervous, endocrine, reproductive systems and associated pathology are presented. Introduction to cross-sectional anatomy.	15
Image Critique III	Evaluation of student and staff radiographs, image quality factors, patient positioning, radiation protection, and structures demonstrated are discussed with film and digital images. Emphasis is placed on Positioning III procedures.	15
Interventional Radiography	Fundamentals of special procedures including specialized equipment, catheterization, angiography, neuroradiography, lymphangiography, arthrography, sialography, and hysterosalpingography.	15
Medical/Surgical Diseases I	Introduction to the essential nature of pathology, infectious disease, and bioterrorism. Common etiologies of the gastrointestinal & hepatobiliary systems, neoplastic disorders, and radiographic findings are discussed. Students present written and oral reports.	15
Radiographic Positioning IV	Radiographic procedure and positioning of the cranium, facial bones, and paranasal sinuses.	15
Radiographic Positioning Lab IV	Demonstration and application of radiographic positions presented in Positioning IV, including image receptor and marker placement, and patient safety.	30
Trauma Radiography	Introduction to the special needs of the trauma patient when performing mobile radiography including critical thinking skills, preparation, planning, monitoring and flexibility.	15
Clinical Contact Hours IV	Laboratory and clinical competencies from Positioning I-III can be achieved.	448
	Total Contact Hours Trimester IV	**568**
Trimester V (16 Weeks)		
Image Critique IV	Evaluation of student and staff radiographs, image quality factors, patient positioning, radiation protection, and structures demonstrated are discussed with film and digital images. Emphasis is placed on Positioning IV procedures.	15
Medical/Surgical Diseases II	Common etiologies of the skeletal, urinary, circulatory, and respiratory systems, with emphasis on radiographic findings. Students present written and oral reports.	15
Pharmacology	Discussion of different types of contrast agents employed in various radiographic procedures and treatment for adverse reactions.	15

	Venipuncture and basic drug administration is included. Compassion for the patient is stressed.	
Quality Assurance	A workshop discussing the varied quality control facets of a radiology department's quality assurance program. Student teams are assigned various QC projects and oral presentations.	15
Radiographic Positioning V	Radiographic procedure and positioning for pediatric radiography and mammography and review of contrast examinations.	15
Radiographic Positioning Lab V	Demonstration and application of radiographic positions presented in Positioning V, including image receptor and marker placement, and patient safety.	30
Registry Review I	A Comprehensive review of previous courses in preparation for the American Registry of Radiologic Technologists (ARRT) examination.	32
Clinical Contact Hours V	Laboratory and clinical competencies from Positioning I-IV can be achieved. Elective rotations may begin, and terminal competencies may be attained.	416
	Total Contact Hours Trimester V	**553**
Trimester VI (16 Weeks)		
Image Critique V	Evaluation of student and staff radiographs, image quality factors, patient positioning, radiation protection, and structures demonstrated are discussed with film and digital images. Emphasis is placed on Positioning V procedures.	15
Radiobiology	Fundamentals of molecular and cellular radiobiology, including early and late effects of radiation on humans. Review of radiation protection, dose equivalent limits, and x-ray equipment radiation protection guidelines.	15
Radiographic Positioning Lab VI	Demonstration, application, and review of radiographic positions presented in trimesters I-V, including image receptor and marker placement, and patient safety.	15
Registry Review II	A Comprehensive review of previous courses in preparation for the ARRT examination.	48
Clinical Contact Hours VI	Completion of all mandatory laboratory, clinical, and terminal competencies. Elective rotations may continue.	416
	Total Contact Hours Trimester VI	**509**

GRADING POLICY

A. Grading System:

To remain in good academic standing, a student must achieve a minimum didactic course grade of 75% and a minimum laboratory and clinical competency grade of 80%.

Didactic Course Grading System			
96-100%	A	4	Excellent
90- 95%	A-	3.75	Very Good
85-89%	B+	3.5	Good
80-84%	B	3	Above Average
75-79%	C	2.5	Average
Below 75%	F	0	Failure

Clinical Grading System			
97-100%	A	4	Excellent
92- 96%	A-	3.75	Very Good
88-91%	B+	3.5	Good
84-87%	B	3	Above Average
80-83%	C	2.5	Average
Below 80%	F	0	Failure

Graduates must successfully demonstrate the didactic and clinical competency requirements specified by the ARRT and JRCERT, which include, but are not limited to, knowledge of radiological procedures, competency in general patient care activities, and exhibit professional and ethical behavior. Each course instructor determines the grading policy and the weight given to examinations and assignments.

GRIEVANCE POLICY AND PROCEDURE

A. Appeals Review Policies.

If a student feels that he/she has been unjustly treated, reprimanded, or denied his/her rights, the student should avail himself/herself of the appeals review process. There are two avenues of redress for students with grievances: the first course of action is an internal appeals review and should the student be unsatisfied with this decision, then he/she can avail himself/herself of a second or external appeals review.

1. Internal Appeals Review Process (Grievance Committee).

If a student feels that he/she was unjustly treated, reprimanded, or denied his/her rights, then the student must first avail himself/herself of an internal review appeals process, which consists of a Grievance Committee.

a. Filing an Internal Appeal Review with the Grievance Committee.

The procedure for filing an internal appeals review is as follows:

Step 1. The student must submit to the Program director a formal grievance in writing within five (5) working days of the action. This request must include a written statement outlining the basis of the student's grievance.

Step 2. Within ten (10) working days of receiving the request for redress, the Program director shall schedule a hearing of the Grievance Committee. Members of the Grievance Committee include the Director of Radiology (Medical Advisor), an Associate Executive Director, Director of Operations Radiology, or designees, and a qualified individual from Human Resources who will represent the interests of the student.

Step 3. All relevant information concerning the alleged grievance or infraction will be presented for review. The student will have an opportunity to submit documentation, present witnesses, and speak on his/her behalf.

Step 4. The Grievance Committee will present its decision within three (3) working days of the hearing. The Program director will notify the student of their decision.

b. Grievance Committee's Decision.

i. Decision in Favor of Student.

If the decision of the Grievance Committee finds in favor of the student, all records relevant to the grievance or infraction will be removed from the student's personal file and destroyed. The student will be allowed to resume classes without prejudice or bias.

ii. Decision in Favor of the School.

If the decision of the Grievance Committee finds in favor of the school's decision, the school's disciplinary action will be upheld. All records relevant to the grievance or infraction will remain in the student's personal file.

iii. Decision in Partial Favor of the Student and/or School.

If the decision of the Grievance Committee finds in partial favor of the student and/or School, then the school will defer to Grievance Committee's recommendation. All records relevant to the grievance or infraction will remain in the student's file.

2. External Appeals Review Process.

If a student is unsatisfied with the Grievance Committee's decision, then the student can avail himself/herself of the second avenue of redress which is external to the school. The three external appeals review mechanisms include the: (1) Appeals Committee, (2) the New York State Education Department, (3) or the Joint Review Committee on Education in Radiologic Technology.

If an individual is unable to resolve the complaint within the institution/program officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance directly to the JRCERT. Contact information for the JRCERT can be found in this handbook.

CLINICAL OBLIGATIONS

CLINCAL EDUCATION SUMMARY

The clinical training at Bellevue Hospital Center School of Radiologic Technology is a structured didactic and practical experience utilizing a building block and step approach. Knowledge acquired in the classroom is developed and demonstrated in a laboratory setting under the direction of the program faculty. The student gains additional hands on experience through positioning workshops and eventually performs simulated and specific procedures called laboratory competencies. The student's positioning and patient care skills are further developed in the clinical setting through observation and supervision. When the student has achieved a certain level of experience and training, the final evaluation process includes demonstration of specific radiological procedures on patients called the Terminal Competencies.

At each step along this route of progression, the student is monitored by the clinical coordinator, program director, clinical instructors, and staff radiographers. At no time is a student asked to perform an exam where the student (1) has not received adequate training and experience, (2) feels that he/she is not ready to perform, or (3) is fearful of his/her safety whether actual or implied. Adherence to these published guidelines assures that each student has the supervision and opportunity to develop and learn the basic knowledge and entry-level positioning and patient care skills required for certification.

PRACTICUM PERFORMANCE OBJECTIVES

Practicum Performance Objectives are designed to monitor and guide the student. They include a minimal list of essential tasks the student should be able to perform at the end of his/her clinical rotation. These tasks center on the applied or technical aspects of radiography and generally utilize the student's psychomotor, cognitive and critical thinking skills. These objectives are listed and measured on both the Laboratory Competency Worksheet (specific Tasks) and the Clinical Competency Worksheet, Section 1: Technical Tasks.

AGE-SPECIFIC PATIENT CARE PERFORMANCE OBJECTIVES

Age-specific Patient Care Performance Objectives are designed to monitor and guide the student. They include a list of essential tasks the student should be able to perform at the end of his/her clinical rotation. These tasks center around effective communication and delivery of health care based upon the patient's age and condition and utilize the student's affective domain skills. An Age-specific Performance Objectives guide is located on the back cover (page 4) of the Clinical Competency Worksheet. These objectives are listed and measured on both the Laboratory Competency Worksheet (specific Tasks) and Clinical Competency Worksheet, Section 2: Professional Development Tasks.

CLINICAL COMPETENCY PERFORMANCE OBJECTIVES

Clinical training at Bellevue Hospital Center School of Radiologic Technology is a structured didactic and practical experience utilizing a building block and step approach. The culmination of this training is the successful completion of required radiological procedures. The Clinical Competency Worksheet is the tool used to measure practicum and age-specific performance objectives. At the completion of the program the student will be able to perform the following tasks:

1. **Identify anatomical structures.**
   Through successful completion of relevant courses in positioning, positioning laboratory, anatomy/physiology and along with clinical training, the student will correctly identify anatomical structures on the radiograph or monitor.
   Clinical Competency Worksheet, Section 3: Image Quality/Evaluation, Task 6

2. **Select the correct exposure factors.**
   Through successful completion of relevant courses in principles of radiographic exposure, positioning, image critique, medical terminology, med/surgical diseases and along with clinical training, the student will be able to calculate the proper exposure factors. The student will also demonstrate the proper use of calipers, room technique charts, and ancillary radiographic equipment.
   Clinical Competency Worksheet, Section 1: Technical Tasks, Tasks 1 and 2

3. **Evaluate image quality and make corrections in the exposure technique if required.**
   Through successful completion of relevant courses in image critique, positioning, positioning laboratory, skeletal anatomy, radiographic exposure and along with clinical training, the student will be able to evaluate diagnostic images for overall radiographic quality. The student will be able to evaluate image quality and make corrections in the exposure technique if necessary.
   Clinical Competency Worksheet, Section3: Image Quality/Evaluation, Task 5

4. **Discuss the proper placement of the radiation dosimeter, read the dosimetry report, and state the dose limits for the public and personnel.**
   Through successful completion of relevant courses in positioning, positioning laboratory, radiation protection and along with clinical training, the student will demonstrate the proper methods of reducing radiation exposure to the patient, staff and himself/herself. The student will discuss the proper site and method for wearing a radiation monitor and how to interpret the dosimetry report. The student will know how to contact the Radiation Safety Office and officers and state the dose limits for the public and occupational workers. Although not specific tasks on either the Laboratory or Clinical Competencies Worksheets, the student should be able discuss the above subject matter.

Clinical Competency Worksheet, Section 1: Technical Tasks, Task 4

5. **Demonstrate effective patient care skills.**
   Through successful completion of relevant courses in positioning, positioning laboratory, patient care and along with clinical training, the student will demonstrate effective patient care skills; including effective communication, a caring disposition, offering assistance, and providing the patient a clean examining environment. The student will also demonstrate respect for the patient's sense of modesty.
   Clinical Competency Worksheet, Section 2: Professional Development Tasks, Tasks 2, 3, 4, 5, 6, and 7

6. **Monitor patient vital signs, utilize medical aseptic techniques and recognize signs of seizure and shock.**
   Through successful completion of relevant courses in patient care, pharmacology, medical/surgical diseases, cardiopulmonary resuscitation and along with workshops and clinical training, the student will be able to monitor a patients vital signs; monitor drip rates of IVs and oxygen flow rates; utilize medical or surgical aseptic technique as required; anticipate and recognize the signs of seizure and shock.
   Clinical Competency Worksheet, Section 2: Professional Development Tasks, Tasks 2, 3, and 4

7. **Comprehend rationale for imaging procedure and adjustments required to obtain optimum images.**
   Through successful completion of relevant courses in medical terminology, medical/surgical diseases, radiographic exposure and along with clinical training, the student will demonstrate knowledge and proper usage of medical terms required of a radiographer, verify the accuracy and completeness of the information on the requisition, modify the exposure technique for patient pathology.
   Clinical Competency Worksheet, Section 1: Technical Tasks, Task 2; Section 2: Professional Development Tasks, Task 1

8. **Demonstrate proper patient transport, safety, and body mechanics.**
   Through successful completion of relevant courses in patient care, positioning, positioning laboratory and along with clinical training, the student will utilize proper body mechanic guidelines when transferring patients or moving equipment. The student will deliver safe patient care when performing radiological procedures.
   Clinical Competency Worksheet, Section 2: Professional Development Skills, Tasks 2 and 4

9. **Create alternative positioning methods.**

Through successful completion of relevant courses in patient care, positioning, laboratory, trauma radiography and along with clinical training, the student will be able to utilize alternative radiographic projections on patients who are unable to cooperate, including proper immobilization devices.
Clinical Competency Worksheet, Section 1: Technical Tasks, Tasks 1, 2, and 3

10. **Process and evaluate images.**
    Through successful completion of relevant courses in imaging processing, quality assurance and along with clinical training, the student will be able to process radiographic images using both the automatic film processor and PACS.
    Clinical Competency Worksheet, Section 3: Image Quality/Evaluation Tasks, Tasks 5; Section 4: Digital Imaging Tasks, Tasks 1-5

11. **Monitor and assess patient and observe for adverse reaction to contrast media.**
    Through successful completion of relevant courses in patient care, pharmacology, trauma radiography, vital signs workshop, interventional procedures and along with clinical training, the student will be able to explain the purpose of contrast media, describe the different types of contrast media used for various examinations, and be able to assist the radiologist. The student will also be able to identify the signs and symptoms of an anaphylactic reaction and explain the proper protocol to be followed in the event of a life-threatening emergency.
    Clinical Competency Worksheet, Section 2: Professional Development Tasks, Task 2

12. **Display professional behavior and responsibilities.**
    The student will display professional behavior in the clinical setting prior to graduating. The student will be able to explain what is meant by a professional code of conduct. The student will be able to explain what constitutes medical liability and describe the basic rights of all patients.
    Clinical Competency Worksheet, Section 2: Professional Development Tasks, Tasks 3, 5, 6, and 7
13. **Demonstrate clinical competency.**
    The student will successfully complete the minimum number of mandatory and elective ARRT radiological procedure requirements prior to graduating.
    Completes ARRT Clinical Competencies and General Patient Care Competencies

14. **Exhibit effective communication skills.**
    Through successful completion of relevant courses in patient care, positioning, positioning laboratory and along with clinical training, the student will be able to demonstrate proper communication and patient care skills within the framework of medical ethics by; correctly identifying the patient, questioning a female patients as to possible pregnancy, determining through the patients

chart or direct questioning the risk of a possible adverse reaction to iodinated contrast media.
Clinical Competency Worksheet, Section 2: Professional Development Tasks, Tasks 1, 2, 3, 5, 6, & 7

15. **Maintain Standard Precautions.**
Through successful completion of relevant courses in patient care, pharmacology, trauma radiography, vital signs workshop, interventional procedures and along with clinical training, the student will be able to demonstrate the use of Standard Precautions for all types of patients including proper isolation technique procedures.
Clinical Competency Worksheet, Section 2: Professional Development Tasks, Task 4

16. **Setup C-arm and manipulate controls as requested.**
Through successful completion of his/her clinical training, the student will be able to prepare the fluoroscopic unit and accessories for use by the radiologist and be able to adjust the controls as requested during the procedure.
Clinical Competency Worksheet, Section 1: Technical Tasks, Tasks 1 and 4

17. **Demonstrate understanding of imaging exam process and importance of timely patient flow.**
Through successful completion of relevant courses in image processing, radiographic exposure and along with clinical training, the student will be able to: provide instructions and assist the patient to the proper area, process the image and record the image and pertinent information into the Radiology Information System (RIS), dispose of contaminated materials properly, and prepare the equipment and room for the next radiographic procedure.
Clinical Competency Worksheet, Section 1: Technical Tasks, Task 5; Section 2: Professional Development Tasks, Tasks 1 and 7

ARTICULATION AGREEMENT(S)

The Bellevue Hospital Center School of Radiologic Technology does not have an articulation agreement with any college, university, or any other clinical site.

GRADUATION REQUIREMENTS

Graduation from the NYC Health + Hospitals/Bellevue School of Radiologic Technology and receipt of the Course Completion Certificate is dependent upon the successful completion of all academic, clinical, and other mandated requirements. To receive the program's Course Completion Certificate, the student needs to fulfill the following requirements.

A. Academic/Clinical Requirements.

The student must successfully complete the didactic program course curriculum, which is based on the most current ASRT Radiography Curriculum. The student must also complete the mandatory laboratory and clinical competencies which are based upon the ARRT Radiography Clinical Competency Requirements.

B. Attendance Requirement.

All time owed as the result of absence, lateness, illness, administrative or medical leave, course repeat, etc. must be accounted for before receiving the Course Completion Certificate and being verified as "Graduated" with the ARRT. In some instances a student may be allowed to attend the commencement exercises, but he/she will not receive his/her Course Completion Certificate until all the time owed has been satisfied

C. Returned Items Requirement.

The student must return to the school his/her Bellevue Student Photo ID, scrubex card, radiation dosimeter, and any other officially issued articles.

D. Empty Locker Requirement.

The student must vacate his/her locker and remove the lock by the day of graduation or program completion.

E. Exit Portfolio Requirement.

The student must submit and complete an exit portfolio (cover letter, resume, a continuing education plan, passing scores on the CE competency survey and simulated registry, and exit surveys).

F. Financial Obligation Requirement.

The student must pay all outstanding tuition, student activity fee, graduation fee, or any other related educational fees he/she is obligated to pay.

CREDENTIALS (CERTIFICATION/LICENSURE)

Upon successful completion of all program requirements, the graduate will: (1) be eligible to apply for the American Registry of Radiologic Technologists (ARRT) certification examination, **an associate degree (or higher) is required**, and (2) receive a temporary New York State license to practice diagnostic radiography for 180 days.

Certification- Upon successful completion of the ARRT examination, the graduate will be certified as a Registered Radiologic Technologist in the practice of Radiography, RT(R). In order to renew your ARRT Registration, you must complete 24 continuing education (CE) credits every 2 years. Re-certification is required every 10 years.	*Certification*-**The American Registry of Radiologic Technologists** (ARRT) 1255 Northland Drive St. Paul, MN 55120-1155 Tel. (651) 687-0048 Web Site: www.arrt.org * Candidates with a criminal conviction need to contact the ARRT to request a pre-application review to determine eligibility for ARRT certification.
Licensure- After successfully passing the ARRT examination, the graduate is eligible to apply for a permanent NYS Radiologic Technologist License. The NYS Department of Health (DOH) also requires radiographers to complete 24 continuing education (CE) credits every 2 years (the DOH will accept the same CE credits recognized by the ARRT) for license renewal.	*Licensure*-**New York State Department of Health** Bureau of Environmental Radiation Protection Radiologic Technology 547 River Street, Room 530 Troy, NY 12180-2216 Tel. (518) 402-7580 Web Site: www.health.state.ny.us * Candidates with a criminal conviction need to contact the NYS Dept. of Health to determine eligibility for state licensure.

NYC HEALTH+ HOSPITALS | Bellevue
School of Radiologic Technology
Administrative Office D510
462 First Avenue (at 27th St.)
New York, NY 10016-9198
Tel: (212) 562-4895

APPLICATION FOR ADMISSION

Thank you for your interest in our radiography program. Please read the information in the general information packet and the instructions on this application carefully. Please follow the instructions when submitting your documentation. All applicants must possess an associate degree or higher. While there is no specific major preference, the degree must be from a college/university that is accredited by one of the six regional accrediting agencies that are recognized in the United States.

Personal Information: (Legal Name)

Name (print): _____ _____ _____
Last First M.I.

Current Mailing Address:

Street Address: _____
Number/Street and Apartment Number

_____ _____ _____
County/City State/Province Zip Code

Home Phone: (_____) _____-_____ ***Cell Phone***: (_____) _____-_____

Email Address: _____

Gender: Female □ Male □

Education: Have you previously applied to this program or another radiography program?

No □ Yes □

If "Yes", please provide name of program and when you applied:

_____

Education: Below, list all colleges, and technical schools (including any radiography programs) you have attended beginning with the most recent. Include medical, professional, or training certificates.

Name of Institution	City & State	From mm/yy	To mm/yy	Major	Degree or no. of credits completed

Work Experience: Please list all prior employment beginning with the most recent. Indicate any previous medical experience. You may also attach your resume with this application, but still need to complete this section.

Name of Company/Institution	City & State	From mm/yy	To mm/yy	Position Held

Accomplishments and Extracurricular Activities: Briefly describe any distinctions or honors you have earned and any volunteer service or extracurricular activities you have performed:

_____

_____

_____

_____

Financial Aid Data: New York State Tuition Assistance Program (TAP) grants are available to eligible students. To determine if you are eligible for TAP awards go to: www.hesc.org and select Applying for Aid, then Calculators, and choose either Tap Calculators or Quick TAP Award Calculator. The school also participates in Department of Veterans Affairs Benefits and NYS Adult Career Continuing Education Services-Vocational Rehabilitation (ACCES-VR), formerly known as VESID. The school does not participate in Title IV Funding and, therefore, does not administer student loans or Pell Grants.

Military Service Data: Military Veteran: Yes: _____ No: _____

Have you registered for Selective Service (males only)? Yes: _____ No: _____

Citizenship Status: U.S. Citizen? Yes: _____ No: _____ If no, Alien Registration No. _____

Alien Status: Resident ____ Non-Resident ____ Other: (Explain) _____

Reference Letters: Please list three (3) individuals who will attest to your academic, personal or professional qualifications (do not include family members or friends). Fill in your name on the blank reference letter and provide a pre-addressed, stamped envelope to each of these individuals. Have the person mail the letter directly to the school. Reference letters delivered by the applicant will only be accepted if in a sealed envelope.

Name of Reference and Title	City and State (company name if applicable)	How long have you known this person?	In what capacity have you known this person?

Statement of Understanding: By signing below, I attest to the fact that the information provided is complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission may be cause for non-acceptance or dismissal from the program.

_____ _____

(Signature) (Date)

NYC Health + Hospitals/Bellevue is an Equal Opportunity Employer/Educator. Program recruitment and admission practices are nondiscriminatory with regard to race, gender, age, religion, national origin, disability, marital or veteran status.

Application Checklist:

1. *Completed Application*:
   Fill out the application form completely. You may include a resume (optional), but still need to complete the employment section of the application.
2. *Personal Essay (Typed)*:
   This essay must be typed or computer generated, doubled spaced, and limited to one page. The Admissions Committee members are interested in learning more about you and your interest in Radiologic Technology. Your application gives us facts about your activities, academic performance and accomplishments. This essay gives you the opportunity to communicate more fully your thoughts, standards and plans for the future. Please describe (at least 250 words) the personal growth you hope to gain from an education at NYC Health + Hospitals/Bellevue School of Radiologic Technology. Identify your own strengths and weaknesses, problems you have confronted in the past and your method of coping with them. If you feel that your past grades do not truly reflect your academic ability, please explain. Indicate any related medical experience or education. The purpose of this essay is simply to learn more about you and your goals.
3. *$75.00 Processing Fee (Money Order)*:
   Include a $75.00 money order with your application, payable to: NYC Health + Hospitals/Bellevue School of Radiologic Technology. No personal checks – this fee is non-refundable.
4. *Transcripts*:
   Have college(s) send official copies of your transcripts directly to our school. You may also provide copies of medical, professional or technical certificates from any courses or workshops that you have completed.
5. *3 Letters of Recommendation*:
   Give a blank reference letter form and a pre-addressed, stamped envelope to each of the three (3) individuals you have listed as references on the back of your application. These individuals should know you in an academic, employment or religious capacity and should not be family members or friends (see application and reference letter for further details).
6. $ 80.00 Entrance Exam Fee: This fee is to be paid when you arrive at the test center to take your entrance exam.

Please mail your application or drop it off in person to:

NYC HEALTH+ HOSPITALS | Bellevue

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REFERENCE LETTER

For: _____
(Print applicant's name legibly)

The above applicant is applying for admission to the NYC Health + Hospitals/Bellevue School of Radiologic Technology and has supplied your name as a reference. We would appreciate a **candid** evaluation of this person. Your reply will be held in **strict confidence** and **not** released to the applicant and used only internally for the admissions process. By giving you this letter, this person has authorized you to provide the following information. Please mail the completed form **directly** to the school at the above address. Reference letters delivered by the applicant **will not** be accepted. **Note:** *family members* and *friends* are not acceptable as references.

Your Name: _____ _____
(Print legibly) (Your title)

_____ _____
(Company/Organization Name) (Street Address, City, State)

How many months or years have you known the applicant? _____

In what capacity did you serve (employer, supervisor, teacher, minister, physician, etc.)? _____

Indicate the applicant's relationship (employee, student, member, volunteer, etc). _____
Briefly describe the applicant's responsibilities at that time. (Use the reverse side if necessary)

_____

_____

_____

_____

How well do you know the applicant (check the appropriate box)?

Slightly□ **Moderately well**□ **Extremely well**□

Check the box which best describes the applicant's character, ability, and performance. Please indicate if you are unable to evaluate a particular attribute of the applicant.

Applicant's Attributes	Excellent	Above Average	Average	Below Average	Not able to Evaluate
Intellectual potential					
Ability to analyze/problem solve					
Communication Skills: oral					
Communication skills: written					
Attendance/punctuality					
Accepting responsibility/accountability					
Motivation					
Ability to work with others					
Maturity/emotional stability					

Please use the space below to give any additional comments regarding the applicant and their abilities. You may also attach your business card or, if you prefer, use your business stationery on which to describe the applicant.

Your Signature: _____ Date: _____

Please include your phone number in the event we need to confirm information. _____