



**Health Sciences Division
Medical Imaging Programs**

Radiography Program

Dear Prospective Student:

Thank you for your interest in the Gulf Coast State College Radiography Program. The Radiography faculty and staff are very proud of the exceptional program and state-of-the-art imaging facility that we offer and would like to provide assistance as you prepare for your academic career.

We offer a unique program that involves a combination of learning opportunities including classroom, lecture, and laboratory sessions using state-of-the-art imaging equipment located on campus, and clinical rotations in local and surrounding county medical facilities. The radiography faculty and staff are dedicated, caring, and student-oriented. This will become evident as you become familiar with our program.

If you have not already applied for admission to Gulf Coast State College (GCSC), you should do this first by contacting the Admissions Office at (850) 872-3892 or by visiting www.gulfcoast.edu. This will not only start the college admissions process, but will also permit you access to a variety of services available at the college.

Please carefully read and review the information in the application packet as it will assist you in the application process. If you have any questions or need assistance, please contact the Medical Imaging Coordinator listed below to schedule an advising appointment.

We wish you much success as you prepare for your future in the profession of medical imaging. Good luck with your educational plans.

Sincerely,

DeeAnn VanDerSchaaf

DeeAnn VanDerSchaaf, RT (R), MS
Coordinator, Medical Imaging Programs
dvanderschaaf@gulfcoast.edu

Keegan Pigott

Keegan Williams-Pigott, RT (R), (M), BSRS
Radiography Program
kwilliams@gulfcoast.edu

rev. 5/11

STUDENT APPLICATION AND INFORMATION PACKET

PROGRAM INFORMATION

The Radiography program is an Associates of Science Degree. This 23-month program provides students with both the general academic and technical foundation to competently and safely perform radiologic procedures and assume a vital professional role within the healthcare field.

General duties of a radiographer are to work under the direction of a licensed physician as an important member of the healthcare team providing a critical diagnostic service. Radiographers also provide compassionate care to all patients, apply knowledge of human anatomy and physiology, pathology, radiographic equipment, and radiation protection.

Radiographers work in a variety of diagnostic environments such as hospital labs, emergency departments, surgical suites, out-patient imaging labs, and private physicians' offices.

Upon completion of the program, students will meet the qualification requirements to apply for the national certification exam, administered by American Registry of Radiologic Technologists (ARRT), and are eligible for Florida State licensure.

ARRT CERTIFICATION

Every candidate for certification must, according to ARRT governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the *ARRT Rules and Regulations* and the *ARRT Standards of Ethics*." ARRT investigates all potential violations in order to determine eligibility.

Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military court martial as described below.

- Felony
- Misdemeanor
- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do **not** need to be reported.

Additionally, candidates for certification are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT). Primary pathway candidates must indicate any honor code violations that may have occurred while they attended school.

Candidates becoming certified through the primary pathway may complete a pre-application to determine their ethics eligibility prior to enrolling in or during their educational program.

PROGRAM ACCREDITATION

The Radiography Program at Gulf Coast State College is accredited by the:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182

PROGRAM MISSION

The Radiography Program is designed to provide the diagnostic imaging team with a student who, under the supervision of a Radiologist, investigates the function and structure of bodily organ systems which helps in the diagnosis of disease and injury.

The student will develop technical skills through active participation in an organized sequence of classroom, laboratory, and clinical experiences provided in the curriculum.

The student will learn to perform diagnostic imaging examinations with the skill and knowledge of total patient care appropriate to radiology and with consideration of radiobiological effects.

The highly developed technical abilities of the Radiographer will enable the healthcare team to improve community health services. Instruction also prepares for continuing career development following completion of the A.S. Degree in Radiography.

APPLICATION DUE DATE

The Radiography Program *begins* in the Fall semester. Radiography applications must be submitted prior to May 15th each year.

PROGRAM ADMISSIONS INFORMATION

The Radiography Program is a limited access program with selective admissions. One class of twenty (20) students is selected each year. A selective admissions policy with specific selection criteria is utilized in order to select the most qualified students. The strength of the applicant pool varies year to year, with the highest qualified applicants receiving first consideration.

It is the applicant's responsibility to inquire about these specific admission and selection criteria and to ensure that all required documents are received prior to the deadline of May 15th.

Students not selected are encouraged to enroll in and complete any remaining general education courses while reapplying to the program for the next year. Students should receive advising and counseling regarding their status and recommended courses from the program Coordinator. The Radiography Program is a rigorous and demanding program that requires commitment, hard work, and self-motivation.

PROGRAM GOALS AND LEARNING OBJECTIVES

Goal #1 - Students will be clinically competent.

- Students will apply positioning skills.
- Students will select appropriate technical factors.
- Students will practice radiation protection.

Goal #2 - Students will communicate effectively.

- Students will use effective oral communication skills with clinical staff.
- Students will practice written communication skills.

Goal #3 - Students will use critical thinking and problem solving skills.

- Students will manipulate technical factors for non-routine examinations.
- Students will adapt positioning for trauma patients.

Goal #4 - Students will evaluate the importance of professional growth and development.

- Students will determine the importance of continued professional development.
- Students will summarize their professional obligations upon gaining their ARRT.

SELECTION CRITERIA AND INFORMATION

Selection to the program is based upon an objective cumulative point system that includes earned college grade point averages (GPA), final course grades from the required pre-requisite courses, and optional enhancement points. Applicable enhancement points may be assigned if your application includes Letters of Recommendation (see attached), and Work Experience/Volunteer Observation form (see attached).

Applicants with the highest composite admission scores will be offered conditional acceptance into the program, pending receipt of a **physical examination, immunization records, satisfactory fingerprints and criminal background check, approved CPR certification card**. Acceptable CPR cards are American Heart Association Healthcare Provider, or American Red Cross Professional Rescuer, or American Safety Health Institute CPR-Pro.

Remaining qualified applicants who are not selected for admission may be placed on an Alternate List and will be notified if an opening becomes available.

Applications are considered for each new class and are not automatically held over for the next selection process. It is the student's responsibility to reapply for the next application year.

The background check and fingerprinting must be done through Gulf Coast State College at the student's expense.

Gulf Coast State College is an equal opportunity, equal access institution which does not discriminate with respect to race, creed, color, national origin, sex, age, religion, disability, or marital status in the admission or access to, treatment, or employment in its programs and activities.

CRIMINAL BACKGROUND CHECKS

Gulf Coast State College students that are granted conditional acceptance into a Health Sciences program must receive a satisfactory criminal background check prior to final acceptance into the program. The background check will be scheduled and performed at the discretion of the Health Sciences Division at GCSC. Information and instructions on how to complete the background check will be sent by the program Coordinator to the students who are conditionally accepted. Criminal background checks performed through other agencies will *not* be accepted.

The student must also be aware that clinical agencies may require an additional background check prior to clinical access. It is possible to graduate from a program at GCSC, but be denied the opportunity for licensure because of an unfavorable background check.

An applicant must consider how their personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in Florida make decisions about licensure on an individual basis.

You may visit the Florida Department of Health website (www.doh.state.fl.us) for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

Please read the following information carefully.

Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be **disqualified** from admission to any Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and/or clinical rotations.

456.0635 (2) Medicaid fraud; disqualification for license, certificate, or registration

Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue or renew a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant, has been:

- (a) Convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, chapter 893, 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or pleas ended more than 15 years prior to the date of the application;
- (b) Terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
- (c) Terminated for cause, pursuant to the appeals procedures established by the state or Federal Government, from any other state Medicaid program or the federal Medicare program, unless the applicant has been in good standing with a state Medicaid program or the federal Medicare program for the most recent 5 years and the termination occurred at least 20 years prior to the date of the application.

FINANCIAL AID, SCHOLARSHIPS, AND GRANTS

Students requiring financial assistance should contact the GCSC Financial Aid Office located in the Enrollment Services building or visit www.gulfcoast.edu/finance_assist for directions on how to apply for assistance. Students who are accepted into the program are strongly encouraged to apply for funding through the Workforce Center located on the Panama City campus.

CLINICAL EDUCATION FACILITIES

All students are required to equitably rotate through all clinical education sites as well as any acquired clinical education sites.

- Bay Medical Center in Panama City
- Bay Medical Outpatient Center in Panama City
- Bay Medical Diagnostic Center in Panama City
- Bay Medical Center in Panama City Beach
- Jackson Hospital in Marianna, Florida
- Northwest Florida Community Hospital in Chipley, Florida
- Doctors' Memorial Hospital in Bonifay, Florida
- Gulf Coast Diagnostic Center in Panama City
- Gulf Coast Medical Center in Panama City
- Bay Radiology Associates in Panama City

Radiography Program

Admission Checklist

All items must be completed by May 15th each year.

It is the applicant's responsibility to make sure their application folder is complete prior to the deadline.

1. **New students should apply for General Admission to GCSC and pay \$20 application fee to the Admissions Office.** Applications are available at the Admissions Office and online at www.gulfcoast.edu. (Failure to pay the application fee at the time of submission can result in your ineligibility for program consideration.)
2. **Complete and submit the Radiography Application including the Technical Standards Form** to the Administrative Offices of Health Sciences Division.
3. **Provide High School and College transcripts.** Applicant must request *official* transcripts from high school or GED (scores required) and all colleges attended be sent to the GCSC Admissions Office. *Transcripts must be received by the Admissions Office prior to the admission deadline date.*

Note: If you are enrolled in classes at another institution that will not be completed prior to the deadline, and you want these uncompleted classes to be considered in selection, you must submit documentation of enrollment to the Health Sciences Division prior to the application deadline.

4. **Transfer transcripts must be evaluated.** All college credits granted by another institution must be evaluated by GCSC Admissions Office prior to application deadline date.
5. **Completion of the following courses; a *minimum grade of "C" must be achieved.***

BSC 2085 Human Anatomy and Physiology I

BSC 2085L Human Anatomy and Physiology I Lab

BSC 2086 Human Anatomy and Physiology II

BSC 2086L Human Anatomy and Physiology II Lab

ENC 1101 English Composition I

MAC 1105 College Algebra (**or** Statistics, STA 2023 **or** Math for Liberal Arts I, MGF 1106)

A minimum grade of "C" must be achieved.

6. **Cumulative GPA of at least 2.5**

Course Requirements and Curriculum Plan

Pre-Requisite Courses: Must be successfully completed with a "C" or higher prior to acceptance into the Radiography Program.

BSC 2085	Human Anatomy and Physiology I	3 credit hours
BSC 2085L	Human Anatomy and Physiology I Lab	1 credit hour
BSC 2086	Human Anatomy and Physiology II	3 credit hours
BSC 2086L	Human Anatomy and Physiology II Lab	1 credit hour
ENC 1101	English Composition I	3 credit hours
MAC1105	College Algebra (or Statistics, STA 2023 or Math for Liberal Arts I, MGF 1106)	3 credit hours

Additional required General Education Courses: These classes must be successfully completed prior to graduation. Completion of these courses will not affect program admission scores.

CGS1570	Microcomputer Applications	Choose ONE of the following:	
OST1257	Medical Terminology		
Elective	Humanities I or II		
		PSY2012	General Psychology, or
		SYG2000	Principles of Sociology

Radiography (RTE) courses must be completed in prescribed sequence.

All RTE courses must be completed with a grade of 75, "C", or better.

Fall - First Year

RTE1000C	Introduction to Diagnostic Imaging	3 credit hours
RTE 1418C	Principles of Radiographic Exposures I	3 credit hours
RTE 1503C	Radiographic Procedures and Positioning I	3 credit hours
RTE 1804	Clinical Education I (128 hrs.)	2 credit hours
OST 1257	Medical Terminology	2 credit hours

Spring - First Year

RTE 1613	Diagnostic Imaging Physics	3 credit hours
RTE 1457	Principles of Radiographic Exposures II	3 credit hours
RTE 1513C	Radiographic Procedures and Positioning II	3 credit hours
RTE 1814	Clinical Education II	3 credit hours

Summer - First Year

RTE 1523C	Radiographic Procedures and Positioning III	2 credit hours
RTE 1824	Clinical Education III	4 credit hours

Fall - Second Year

RTE 2385	Radiobiology and Radiation Protection	3 credit hours
RTE 2834	Clinical Education IV	5 credit hours
RTE 2563	Advanced Medical Imaging	3 credit hours
PSY 2012	General Psychology OR SYG2000 Sociology	3 credit hours

Spring - Second Year

RTE 2762	Sectional Anatomy/Pathology	4 credit hours
RTE 2844	Clinical Education V	5 credit hours
CGS 1570	Microcomputer Applications	3 credit hours

Summer - Second Year

RTE 2061	Radiographic Seminar	1 credit hour
RTE 2854	Clinical Education VI	2 credit hours
Elective:	Humanities I or II	3 credit hours

CONTACT INFORMATION

Please provide information about two people who will always know where to locate you.

	Name	Mailing Address	Telephone Number
1.	_____	_____	_____
2.	_____	_____	_____

HEALTH RELATED WORK EXPERIENCE and/or VOLUNTEER EXPERIENCE
Use additional sheets, if necessary.

1. EMPLOYER: _____

Address _____ Telephone No. _____
 Street and No. City State

Supervisor's Name _____ Title _____

Dates employed: From _____ To _____ Nature of your Job Duties _____
 Mo./Yr. Mo./Yr.

Reason for Leaving _____ Full-Time _____ Part-Time _____

2. EMPLOYER: _____

Address _____ Telephone No. _____
 Street and No. City State

Supervisor's Name _____ Title _____

Dates employed: From _____ To _____ Nature of your Job Duties _____
 Mo./Yr. Mo./Yr.

Reason for Leaving _____ Full-Time _____ Part-Time _____

PLEASE READ AND SIGN THE FOLLOWING

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation, omission, or falsification of information is cause for denial of admission from the GSCS. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from any of the programs in the Health Sciences Division. I further understand that background checks and drug screening are routinely required at most clinical facilities prior to the student being allowed clinical placement.

Signature of Applicant

Date

RETURN APPLICATION TO:

Gulf Coast State College
Health Sciences Division - Room 200
5230 W. U.S. Highway 98
Panama City, FL 32401-1058

IN CASE OF EMERGENCY NOTIFY:

Name: _____
Address: _____

City State Zip

Gulf Coast State College

Radiography Program

TECHNICAL STANDARDS

PERFORMANCE STANDARD	DEFINITION	EXAMPLES OF REQUIRED ACTIVITIES (Not all inclusive)
Cognitive Qualifications	Sufficient Reading, Language and Math Skills; intellectual and emotional functions necessary to plan and implement patient care for individuals	<ul style="list-style-type: none"> • Ability to comprehend and interpret written material • Follow and deliver written and oral direction
Critical Thinking	Critical thinking ability sufficient for clinical judgment; synthesize information from written material and apply knowledge to clinical situations	<ul style="list-style-type: none"> • Identify cause-effect relationships in clinical situations • Develop order of multiple imaging exams • Make rapid decisions under pressure • Handle multiple priorities in stressful situations • Assist with problem solving
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	<ul style="list-style-type: none"> • Establish rapport with patients and colleagues • Function effectively under stress • Cope with anger, fear, hostility of others in calm manner • Cope with confrontation • Demonstrate high degree of patience • Display compassion, professionalism, empathy, integrity, concern for others with interest and motivation
Communication	Communication abilities sufficient for interaction with others in verbal and non-verbal form (speech, reading, and writing)	<ul style="list-style-type: none"> • Explain imaging procedures • Document patient history and incident reports • Write legibly • Communicate clearly and effectively (oral, written) with patients, co-workers, and other health care providers by use of the English language and medical terminology
Mobility	Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	<ul style="list-style-type: none"> • Move around in clinical operatories, workspaces, classrooms, laboratories and other treatment areas • Administer cardio-pulmonary resuscitation procedures • Assist all patients, according to the individual's needs and abilities in moving, turning, transferring from transportation devices to the x-ray table, etc. • Push a stretcher or wheelchair without injury to self, patient, or others • Push mobile x-ray equipment from one location to another, including turning corners, getting on and off elevator, and manipulating equipment around patient rooms and in small spaces
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care	<ul style="list-style-type: none"> • Calibrate and manipulate x-ray equipment and supplies • Position patients • Perform repetitive tasks • Able to grip • Bend at knee and squat. • Reach above shoulder level • Lift with assistance 150 pounds • Exert 20-50 pounds of force (pushing, pulling) • Complete a CPR Healthcare Provider certification course • Climb stairs • Remain in standing position for 3-5 hour periods

Hearing	Normal, corrected, or audible - Auditory ability sufficient to interpret verbal communication from patients and health care team members and to monitor and assess health needs	<ul style="list-style-type: none"> • Hear monitor alarms, emergency signals, cries for help • Hear telephone interactions • Hear audible stethoscope signals during blood pressure screenings • Hear patient speaking from a 20 ft distance
Visual	Normal, corrected - Visual acuity sufficient for observation and patient assessment and equipment operations and departmental protocols.	<ul style="list-style-type: none"> • Observe patient condition and needs from a 20 ft distance • Identify and distinguish colors • Accurately read radiation exposure readings on x-ray equipment • View radiographic images and medical reports • Assess direction of and correctly direct the central ray to anatomical part being imaged and align image receptor • Read departmental protocol for imaging procedures, the radiographic examination request and physician orders
Tactile	Tactile ability sufficient for patient assessment and operation of equipment.	<ul style="list-style-type: none"> • Perform palpation, tactile assessment, and manipulate body parts to ensure proper body placement alignment • Manipulate dials, buttons, and switches of various sizes
Environmental	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> • Be able to tolerate risks or discomforts in the clinical setting that require special safety precautions, additional safety education and health risk monitoring (i.e. ionizing radiation, chemicals), working with sharps, chemicals and infectious diseases. Student may be required to use protective clothing or gear such as masks, goggles, gloves, and lead aprons. • Work with chemicals and detergents • Tolerate exposure to fumes and odors • Work in areas that are close and crowded • Adapt to shift work

Gulf Coast State College's mission is to assist students in reaching their academic potential and achieving their educational goals. A "qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program."

Radiography is a practice discipline with cognitive, affective, and psychomotor performance requirements. Based on those requirements, a list of "Performance Standards" has been developed. Each standard has an example of an activity or activities that a potential student will be required to perform while enrolled in the Radiography program. These standards are a part of a radiographer's professional role expectation.

These standards should be used to assist students in determining whether accommodations or modifications are necessary to meet performance standards. Students who identify potential difficulties with meeting the Performance Standards must communicate their concerns to the program Coordinator.

I have read the above Technical Standards. I feel it is within my ability to carry out the duties and responsibilities of a Radiographer. If I ever have any change in my ability to meet these standards, I will inform the Medical Imaging Programs Coordinator without fail.

Student Signature

Date

3. In the healthcare field, healthcare personnel have access to confidential information from charts and files and are required to handle drugs and/or controlled substances. Are there any factors that may interfere with the applicant's integrity? _____

4. To your knowledge, is there anything that might interfere with or limit the success of this applicant in the healthcare field? _____

5. Please rate the applicant on the following Personal Factors.

Personal Factors	Above Average	Average	Below Average	No Basis to Judge Applicant
Communication Skills				
Sociability, Cooperation				
Courtesy				
Dependability,				
Motivated				
Honesty, Integrity				
Initiative				
Maturity				
Organization Skills				
Intellectual Ability				
Critical Thinking				
Self-Accountability				
Responsibility				
Seeks help when needed				

6. Please mark the appropriate response regarding your recommendation of this candidate for medical imaging career.

___ Highly recommend ___ Recommend with reservation ___ Recommend ___ Do not recommend

Signature of Person Completing Recommendation: _____ Date _____

Print Name: _____ Position/Title: _____

Address: _____

Phone Number: _____

Thank you for completing this Letter of Recommendation. Please mail directly to below address.

Gulf Coast State College
Health Sciences Division
Medical Imaging Programs Coordinator
5230 West U.S. Hwy 98 - Room 317
Panama City, Florida 32401
(Do not fax.)

3. In the healthcare field, healthcare personnel have access to confidential information from charts and files and are required to handle drugs and/or controlled substances. Are there any factors that may interfere with the applicant's integrity? _____

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Sociability, Cooperation				
Courtesy				
Dependability, Reliability				
Motivated				
Honesty, Integrity				
Initiative				
Maturity				
Organization Skills				
Intellectual Ability				
Critical Thinking				
Self-Accountability				
Responsibility				
Seeks help when needed				

6. Please mark the appropriate response regarding your recommendation of this candidate for medical imaging career.

Highly recommend Recommend with reservation Recommend Do not recommend

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Self-Accountability				
Responsibility				
Seeks help when needed				

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Radiography Program

Work Experience / Volunteer Observation Documentation Form

This form must be used to document the total number of observation hours completed by each Radiography applicant. Applicants are encouraged to observe the practice of **radiologic technologists in the Diagnostic Imaging Department ONLY**, and not in the areas of CT, MRI, mammography, angiography, PACS, ultrasound, nuclear medicine, radiation therapy, or additional settings.

Observation hours may be accumulated from more than one facility. It is hoped that the applicant will gain a greater appreciation for the practice of radiologic technology and, at the same time, facilitate their decision as to whether or not they should pursue a degree as a radiologic technologist.

Your time is greatly appreciated in providing this valuable learning opportunity. **Due to HIPAA regulations, scheduling observation hours may be difficult, and you will need to allow scheduling time. We urge applicants to schedule observation hours well in advance of the application deadline.**

Feel free to duplicate this form as necessary.

Upon completion, return this form to Gulf Coast State College, Health Sciences Division, 5230 West U.S. Highway 98, Panama City, Florida 32401.

Applicant's Name: _____

Facility Name: _____

Address of Facility: _____

Total hours applicant spent in your facility: _____

If applicant is/was employed in your facility, please note the number of months/years as an employee.

Additional Comments: _____

Signature of Radiologic Technologist

Date

Signature of Applicant

Date