



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

Dear Applicant:

Thank you for considering the Veterans Affairs Medical Center (VAMC) School of Radiologic Technology. In response to your request I am forwarding an application and information packet describing our radiography program. If you would like to apply to the program a complete application includes the following admission requirements. These documents are to be submitted no later than **February 19, 2016 at 16:00 hours**. Documents received after this date and time will not be considered for the current school term.

Required Admission Procedure Forms

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

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

Michael Stori, MS,R.T.(R)(CT)
Program Director
michael.stori@va.gov
612-467-2546

Sharon Collins, MOL,R.T.(R)
Clinical Coordinator
sharon.collins@va.gov
612-467-4355

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

REQUIRED ADMISSION PROCEDURE FORMS

Entry-level radiography students have a four year degree or are a four year degree candidate with collaborating institutions.

Four year degree must include the following prerequisites:

See chart below for sequence of the Radiography Program and prerequisites needed before applying.

Prerequisite Courses	Credits	When To Take
Anatomy & Physiology I	3	Must be completed (or transferred in from another school) prior to submitting an application to the program.
Anatomy & Physiology I Lab	1	
Anatomy & Physiology II	3	
Anatomy & Physiology II Lab	1	
Composition I or Introduction to Public Speaking or Introduction to Speech Communications	3	
College Algebra or Statistics or Mathematics for Liberal Arts I	3	

All post-secondary education classes must be completed at minimum grade of a “C.”

1. RESUME REQUIREMENTS

Please enclose a typed resume which includes the following:

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

2. NARRATIVE STATEMENT

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

3. EDUCATION TRANSCRIPTS

Please provide an official copy of your transcripts from high school and two or four year college. GED diplomas are accepted. Please have all official transcripts **mailed directly to:**

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

Technical Standards

The student must have:

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

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

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

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

Yes _____

No _____

Students' name (Print) _____ **Date:** _____

Student's Signature: _____

Program Official: _____ **Date:** _____

Education Prerequisites

All applicants must have completed a two or four year degree, from an accredited, post-secondary school recognized by the American Registry of Radiologic Technology.

The exception would be a student currently enrolled in a four year degree radiography program. In these circumstances the VA is a clinical site for degree completion. Educational requirements for these programs must be completed before applying to the VA School of Radiologic Technology.

The following are mandatory classes for students applying the VA School of Radiologic Technology

1. Anatomy and Physiology
 - a. Anatomy and Physiology (AP) course is taken in one semester and covers all systems of the human body
 - b. Anatomy and Physiology (AP) course is divided into two semesters and covers all systems of the human body
 - c. Anatomy is covered in the first semester followed by a Physiology course the next semester
 - d. Anatomy and Physiology is taken the first semester and followed by Anatomy and Physiology 2 the following semester
2. Math or Logical Reasoning
3. Written or Oral Communication
4. All post-secondary education classes must be completed at minimum level of “C” or better

Reference 1: _____

LETTER OF REFERENCE

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

Full name of individual providing reference

Position or title

Address and telephone number

Name of student

b. Ideas to include in the reference letter are:

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

c. Send letters directly to:

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

Reference 2: _____

LETTER OF REFERENCE

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

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Reference 3: _____

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Full name of individual providing reference

Position or title

Address and telephone number

Name of student

b. Ideas to include in the reference letter are:

- How long and in what capacity have you known the applicant?
- What do you consider to be qualities, strengths and weaknesses of the applicant? If possible, give examples.
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