



**DEPARTMENT OF VETERANS AFFAIRS**  
**Minneapolis VA Health Care System**  
**One Veterans Drive**  
**Minneapolis, MN 55417**

Dear Applicant:

Thank you for considering the Minneapolis VA Health Care System (MINNEAPOLIS VA HEALTH CARE SYSTEM) 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 **December 11, 2020 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:

Sharon Collins, M.A.Ed., MOL, R.T.(R)  
Program Director  
sharon.collins2@va.gov  
612-467-4355

Bradley J. Johnson B.A., RT(R)  
Clinical Coordinator  
Bradley.Johnson7@va.gov  
612-467-2546

Web address [http://www.minneapolis.va.gov/education/srt/srt\\_about.asp](http://www.minneapolis.va.gov/education/srt/srt_about.asp)

## REQUIRED ADMISSION PROCEDURE FORMS

All applicants must have completed a 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 School of Radiologic Technology is an independent two year academic and clinical program without compensation leading to certification as a radiologic technologist for students who are concurrently enrolled at an outside university/college leading to a baccalaureate degree.

Prerequisites for all students must be completed before applying to the VA School of Radiologic Technology.

The following are the mandatory classes required:

Prerequisite Courses	Credits	When to Take
Anatomy & Physiology I	3	Must be completed or in the process of completing with a minimum GPA of 2.0 prior to submitting an application to the program.
Writing Class or Speech Communications	3	
College Algebra or Statistics or Mathematics for Liberal Arts or Logic	3	

**All post-secondary education classes must be completed at a 2.0 or greater GPA**

### 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 (only United States citizens are eligible to apply to the VA School of Radiologic Technology).
- 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 Minneapolis VA Health Care System'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:**

**Minneapolis VA Health Care System (MVAHCS)  
Attention: Sharon Collins or Bradley Johnson  
School of Radiologic Technology-114  
One Veterans Drive  
Minneapolis, MN 55417**

### **4. Miscellaneous Information**

Transfer Students - Due to the sequential nature of all radiology didactic and clinical courses the VA Radiologic Technology program *does not* accept transfer credits for radiology course work or clinical experience from any other radiologic technology program.

Background Checks – Acceptance into the program is dependent on the background clearance of the applicant.

Drug Testing – As students of the VA School of Radiologic Technology you will be subject to random drug testing

## 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 the technical standards identified above?**

**Yes** \_\_\_\_\_

**No** \_\_\_\_\_

**Students' name (Print)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Program Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Education Prerequisites

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## Background Checks, Random Drug Testing

All applicants must submit to a federal background check for acceptance to the VA Program and a Minnesota State background check. Students may be subject to random drug testing obligations.

Revised  
**12/27/18**  
**03/02/2020**

**Reference 1:** \_\_\_\_\_

**LETTER OF REFERENCE**

a. Please provide **three current, typed, letters of reference mailed directly to the MINNEAPOLIS VA HEALTH CARE SYSTEM**. 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. Areas of interest 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:

**Minneapolis VA Health Care System  
Attention: Sharon Collins or Bradley Johnson  
School of Radiologic Technology-114  
One Veterans Drive  
Minneapolis, MN 55417**

**Reference 2:** \_\_\_\_\_

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4/18/16  
3/3/17  
1/8/18  
1/11/19  
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