



SHP Magnetic Resonance Imaging Admission Packet

SCHOOL OF HEALTH PROFESSIONS COMMUNITY COLLEGE OF
BALTIMORE COUNTY ESSEX

WWW.CCBCMD.EDU/SHP

Magnetic Resonance Imaging (MRI)

Welcome

Thank you for your interest in the CCBC Magnetic Resonance Imaging Program.

Magnetic resonance imaging (MRI) is a technique that uses a magnetic field and radio waves to create detailed images of the organs and tissues within your body. Through a combination of classroom and clinical education, students in the Magnetic Resonance Imaging program learn to:

- Operate a Magnetic Resonance Imaging scanner
- Position patients for MRI procedures
- Deliver quality patient care

Please carefully review the information contained within this guide to ensure you have completed all steps required for admission consideration.

Sincerely,

Erin Phelan, M.A., RT(R), CNMT
Medical Imaging Programs Director

Program Description

- The Magnetic Resonance Imaging program is a **Selective Admission** Program and enrollment in this program is limited by the availability of clinical facilities.
- This is a 9-month program that is offered once per year beginning in the fall semester.
- Clinical courses are offered for students at a variety of clinical facilities. Any student who registers for any of the clinical courses must complete the entire course. Students may choose to not enroll in clinical courses, but they will not receive the certificate. Students who choose not to register for clinical courses prior to the start of the program are ineligible to do so after the program start date.
- The MRI program intends to use a scoring rubric based on required and requested documentation and student experience in lieu of a lottery system. A lottery system may still be used to differentiate students with similar scores.
- Students in clinical courses must be enrolled in didactic courses also.

Application Deadline

January 1ST – June 1st for a fall start

Admission Criteria

The following must be uploaded to the SHP CAS application:

- A copy of national certification in Radiography Radiation Therapy Nuclear Medicine
- A copy of the state of Maryland professional license in Radiography (non-expired) Radiation Therapy Nuclear Medicine.
- For 2nd year Radiography program students, the enclosed Registry-eligible Verification form.
- Signed MRI Technical Standards form - mandatory.
- Three electronic evaluations (references) are required to be submitted through the SHP CAS application.
- Essay – submitted as the answer to a question in the SHP CAS application.
- A 2.00 CCBC GPA is required for any courses completed at CCBC.
- Signed Technical Standards Form
- Prior to application review, official transcripts from all colleges (except CCBC) must be evaluated by the CCBC Registrar's Office for transfer of credit. Only courses that transfer into CCBC will be considered for admission. Review the “How to submit your final transcript” section of the Apply Now webpage at: <https://www.cbcbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx>. It is strongly recommended that SHP applicants speak specifically with a Health Professions Pathways Advisor early in the application process to review courses required for admission and graduation.

Application to the School of Health Professions (SHP) is a separate and competitive process from admission to CCBC. CCBC uses an outside vendor to manage the applications in the School of Health Professions Central Application Service (SHP CAS). The SHP CAS and CCBC are separate systems and do not share information. You must submit two applications and sets of transcripts, one to CCBC and one to SHP CAS. Send inquiries to shpseat@cbcbcmd.edu.

Transfer of Credit

Beginning with the Fall 2023 semester, CCBC updated its general education transfer process following the MD Transfer with Success Act. DegreeWorks is displaying transfer courses according to the new rules. Students admitted into a selective admission, SHP program for the 2023-2024 catalog year will be grandfathered with the previous policy and not required to take

requirements previously met by transferred courses. Students who are admitted into a selective admissions program in Fall 2024 or later must take courses as listed in the CCBC catalog and their DegreeWorks audit. Review DegreeWorks to verify transferred credit, if applicable. Please see a Health Professions Academic Advisor with questions.

Electronic Evaluations

1. If you graduated from a Radiography program within the last 12 months, one evaluation **must** be from that program's Program Director or Clinical Coordinator.
2. One evaluation **must** be from current or recent direct supervisor/employer.
3. One evaluation should be a professional recommendation from an employer/supervisor or instructor.
4. A 4th may be requested by applicant if they choose.

Steps for Application

1. Apply for admission to CCBC at <http://www.ccbcmd.edu/apply>
2. Once you have your CCBC Student ID number, log into <https://shp.liaisoncas.com/applicant-ux/#/login> and apply to the program by the application deadline. The **non-refundable** \$50 application fee is due at time of submission.
3. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the application deadline.
4. Applicants will receive an **email** inviting them to complete the **CCBC SHP Supplemental application** once their program SHP CAS application has been verified. Instructions will be in the email.

Admission Response

Admissions decisions are emailed to applicants approximately 4 weeks after the application deadline.

Post Admission

Once admitted into the program, students receive information from the program coordinator by way of email. Topics such as uniforms, textbooks, medical information (physicals, immunization, and health insurance requirements), criminal background checks, drug screening, and required software and/or other materials are covered in a series of emails and attachments that contain directions to fulfill requirements needed before the start of the program. Please follow all directions very carefully and meet all required deadlines.

The Magnetic Resonance Imaging program conducts a mandatory clinical orientation class before the start of the program. Students are also required to attend the SHP New Student Orientation that is held in August.

Financial Information

Magnetic Resonance Imaging students will spend approximately \$300.00 for textbooks throughout the program. In addition to textbooks, students also need to purchase student uniforms. Prior to starting clinical education, MRI students must have a medical examination performed by their personal physician along with up-to-date immunizations, including COVID 19. This medical cost will vary.

Criminal background checks and drug screening will cost approximately \$70.00. A student clinical tracking software is also required, which has a one-time cost of approximately \$75.00 –100.00, which is included in the course fees.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health Professions Pathways Advisor** only. For the Essex campus call 443-840-1973 or visit the Student Services Center room 120. The hours, addresses and phone numbers for all sites can be found by calling 443-840-2222 or online at <https://www.ccbcmd.edu/resources-for-students/academic-advisement>.

Program Director - Mrs. Debbie Lam at 443-840-2015 or dlam@ccbcmd.edu

School of Health Professions Office of Admissions at 443-840-1989 or email shpseat@ccbcmd.edu



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Registry-Eligible Verification Form

I, _____, certify
(Name of program director)

that _____ is
(Name of Radiography student)

currently a second year Radiography student enrolled at _____.
(Name of Radiography program)

She/he will be eligible to sit for the American Registry of Radiologic Technologists certification exam and obtain a State of Maryland license in Radiography before the MRI program classes start in Fall 20____.

Signature of Radiography Program Director

Address of Radiography Program

Phone Number of Radiography Program

Email address of Radiography Program Director

CCBC Student ID # - _____



MRI PROGRAM TECHNICAL STANDARDS

A. PERFORMANCE OF THE DUTIES OF THE MRI TECHNOLOGIST ENCOMPASSES THE FOLLOWING:

1. Technical Skills:

- The ability to operate the MRI scanner, coils and equipment to perform diagnostic procedures in a manner consistent with MRI safe practices and maximum image quality.
- The ability to evaluate and interpret requests for MRI procedures and determine the best method of achieving optimal image results.

2. Physical Requirements:

a. Sufficient strength and fine motor coordination to:

- Stand on 2 feet for extended periods of time
- Lift 25 pounds for short distances
- Pull and push heavy objects
- Safely move patient from stretcher, wheelchair, or bed to and from MRI table
- Manipulate MRI coils/table and accessory equipment
- Reach equipment at heights greater than 6 feet

b. Adequate eyesight to:

- Observe the patient's condition
- Read MRI computer screen/imaging equipment
- Evaluate MRI images for appropriate image quality

c. Sufficient hearing to:



- Respond to patient’s verbal inquiries
- Communicate with other personnel involved in the care of the patient
- Initiate timely response to audible alarms and signals

3. Interpersonal Skills:

- Work in a professional manner with patients of all ages, races, creeds, and physical conditions while maintaining and respecting patient confidentiality.
- Work with newborns, children, adolescents, adults and geriatrics in a safe and helping manner.
- Communicate and receive written and verbal instructions and carry them out using proper channels of communication.
- Use accurate verbal and written communications in English to:
 - Interpret clinical data
 - Obtain and document relevant clinical information
 - Comprehend and carry out physician requests
 - Provide patient/public education related to MRI procedures and safety

4. Intellectual Ability and Emotional Stability to:

- Exercise independent judgment and discretion in the technical performance of MRI procedure
- Perform mathematical problems quickly and accurately
- Work efficiently in stressful situations
- Complete program requirements
- Pass the National Registry Examination in MRI

B. WORKING CONDITIONS:

- Works in an air-conditioned environment with minimal exposure to noise and humidity
- Is constantly bending, pushing, lifting, walking, moving heavy objects, talking on the phone and talking with physicians
- Has frequent exposure to blood and body fluids from patients
- Has frequent exposure to a strong magnetic field



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MRI ACKNOWLEDGEMENT FORM

I have received a copy of the “Technical Standards” of the CCBC MRI Program. I have read these “Standards,” have had an opportunity to ask questions about them and now, to the best of my ability, understand them.

I believe I am capable of meeting the “Technical Standards” of the CCBC MRI Program.

The college does not discriminate on the basis of age, race, color, national origin, sex or handicap in its education programs or with regard to employment. The college further ensures that the applicant to the MRI Program will not be discriminated against on the basis of past or current health problems or handicap provided that neither endangers the well-being of a patient or fellow student hinders the applicant’s ability to perform the functions required of a MRI Technologist. Consequently, applicants will be required to take a physical examination and submit the results.

Inquiries regarding Equal Opportunity and Title IX may be directed to CCBC, Office of Student Conduct, 7201 Rossville Blvd., Baltimore, Maryland 21237, Scott Eckhardt, Director of Student Conduct and Title IX Coordinator, 443-840-2827, seckhardt@ccbcmd.edu.

Signature

Date