

Computed Tomography

School of Health Professions
Community College of Baltimore County (CCBC)
Dundalk Campus

Admissions Guide

2019 – 2020



Computed Tomography

Welcome

Thank you for your interest in the CCBC Computed Tomography Program.

Computed Tomography is a method of examining body organs by scanning them with X rays and using a computer to construct a series of cross-sectional scans along a single axis.

Computed Tomography (CT) imaging, also known as "CAT scanning" (Computerized Axial Tomography) produces cross-sectional images or "slices" of anatomy, like the slices in a loaf of bread. The cross-sectional images are used for a variety of diagnostic and therapeutic purposes:

Through a combination of classroom and clinical education, students in the Computed Tomography program learn to:

- Operate a Computed Tomography Scanner
- Position patients for CT procedures
- Deliver quality patient care

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

I wish you the best with submission of your admission application.

Sincerely,

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

Program Description

- The Computed Tomography program is a **Selective Admissions Program** and enrollment in this program is limited by the availability of clinical facilities.
- This is a 6 month program.
- Optional clinical modules are offered for students at a variety of clinical facilities. Any student who registers for any of the clinical modules must complete the entire module.



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Students who choose not to register for clinical prior to the start of the program are ineligible to do so after the program start date.

- The CT program is offered twice a year (January through June and July through December).
- A limited number of students are accepted for each class based on availability of clinical placement and community need.
- The CT program is now using a rolling admission process. Rolling admission will occur on the first come, first served basis for completed applications. Seats will be filled in the order complete applications are received. Applicants may be placed on the waitlist once seats are filled. If the seats and the waitlist are filled, the application may be closed even before the stated deadline of closure.

Admissions Deadline

Opens January 15th - closes April 15th for a July start

Opens after September 15th – closes November 1st for a January start

Admission Criteria

Additional required or requested information.

The following must be uploaded to the [CCBC CAS](#) BY THE ADMISSIONS DEADLINE:

- A copy of your national certification in Radiography from the ARRT (non-expired).
- A copy of your state of Maryland professional license in Radiography (non-expired).
- A copy of a valid CPR card – healthcare provider from American Heart Association only (must keep CPR current throughout program; non-expired BLS Provider).
- The completed employer reference form, even if you do not have work experience in CT.
- For 2nd year Radiography program students, the enclosed Registry-eligible Verification form.
- Signed CT Technical Standards form.
- Essay – submitted as the answer to a question in the CCBC CAS application.

A 2.00 CCBC GPA is required for any courses completed at CCBC.

Steps for Admission

1. Apply for admission to CCBC at <http://www.ccbcmd.edu/apply>
2. Once you have your CCBC Student ID number, log into <https://ccbc.liasoncas.com/applicant-ux/#/login> and apply to the **CCBC SHP** 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 deadline.
4. Applicants will receive an **email** inviting them to complete the **CCBC SHP Supplemental application** once their program SHP CAS application has been completed. Instructions will be in the email.

TRANSCRIPTS

1. This program does not require transcript submission for SHP program admission consideration. However, the Office of the Registrar/Enrollment Services reserves the right to require official transcripts.
 - a. CCBC Enrollment Services Center, Baltimore, MD
 - i. ALL official U.S. College transcripts, CLEP scores, AP scores and/or an International College Transcript evaluations, **not including CCBC**, must be sent to the CCBC Enrollment Services Center. Directions can be found using this URL <http://www.ccbcmd.edu/get-started/applying-to-ccbc/transfer-student>.
2. All applicants are responsible for checking to see that their official transcripts have been received in the appropriate locations.
 - a. SHP CAS – log into your applications and select the Check Status tab in the upper right corner. If you have a concern, select the blue question mark at the top of your application and follow the prompts.
 - b. CCBC Enrollment Services – Log into your SIMON account to determine if your transcripts have been received and to review your transfer of credit.

Applications missing transcripts will not be considered for admission.

Admission Response

Admissions decisions are emailed to applicants approximately 6 to 8 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 Computed Tomography 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 twice a year.

Financial Information

Computed Tomography 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, computed tomography students must have a medical examination performed by their personal physician along with up-to-date immunizations. 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.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health and Science Pathways Advisor** only. For the Essex campus call 443-840-1971 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 <http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-Academic-Advisor.aspx>.

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



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



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Employer Reference Form

Complete and upload to your CCBC CAS application even if you have no work experience.

Applicant's Name _____

CCBC ID# _____

Applying for which session: January 20____ July 20____

How many months working in CT and/or MRI as a technologist? _____

(Do not include school or volunteer experience or non-technologist positions.)

Please document all CT/MRI technologist work experience for at least 12 months. Have your current (and past) supervisor(s) fill out the form below:

I certify that the above individual has worked at _____ for _____ months as a CT Technologist only <u>OR</u> MRI Technologist only
Signature _____
Title _____
Print name _____ Date _____ Phone # _____

I certify that the above individual has worked at _____ for _____ months as a CT Technologist only <u>OR</u> MRI Technologist only
Signature _____
Title _____
Print name _____ Date _____ Phone # _____

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 CT or MRI program classes start in (circle one):

January 20 ____ July 20 ____

Name of Radiography Program Director

Signature of Radiography Program Director

Name of Radiography Program

Address of Radiography Program

Phone Number of Radiography Program

Name of Radiography student

CCBC Student ID # - 900-_____



CT PROGRAM TECHNICAL STANDARDS

1) PERFORMANCE OF THE DUTIES OF THE CT TECHNOLOGIST ENCOMPASSES THE FOLLOWING:

a) Technical Skills:

- i) The ability to use Computerized Tomography equipment to perform diagnostic procedures in a safe manner consistent with minimal radiation exposure and maximum image quality.
- ii) The ability to evaluate and interpret requests for CT procedures and determine the best method of achieving optimal results.
- iii) Select exposure factors and accessory devices for all procedures with consideration of patient size, age, and extent of disease.
- iv) Evaluate images to ascertain that they contain proper identification and are of diagnostic value.

b) Physical Requirements:

- i) Sufficient strength and fine motor coordination to:
 - (1) Be able to push, pull, and lift 25 pounds.
 - (2) Push a stretcher, wheelchair or other transportation device without injury to self, patient, or others.
 - (3) Assist all patients, according to individual needs and abilities, in moving, turning and transferring from transportation devices to the CT couch, etc.
 - (4) Accurately draw up sterile contrast media and other solutions without contaminating the syringe and/or needle, etc.

c) Adequate eyesight to:

- i) Observe the patient in order to assess the patient's condition and/or needs from a distance of, at least, 20 feet.
- ii) Can see numbers, letters, calibrations, etc. of varying sizes located on equipment utilized by a CT technologist.

d) Sufficient hearing to:

- i) Respond to patient's verbal inquiries
- ii) Communicate with other personnel involved in the care of the patient
- iii) Initiate timely response to audible alarms and signals

e) Interpersonal Skills:

- i) Work in a professional manner with patients of all ages, races, creeds, and physical conditions while maintaining and respecting patient confidentiality.
- ii) Work with newborns, children, adolescents, adults and geriatrics in a safe and helping manner.
- iii) Communicate and receive written and verbal instructions and carry them out using proper channels of communication.
- iv) Use accurate verbal and written communications in English to:
 - v) Interpret clinical data
 - vi) Read the patient's medical chart and/or physician's orders.



- vii) Comprehend and carry out physician requests
- viii) Provide patient/public education related to CT procedures and radiation
- ix) Legibly write patient history.

- f) Intellectual Ability and Emotional Stability to:
 - i) Exercise independent judgment and discretion in the technical performance of CT imaging procedures.
 - ii) Perform mathematical problems quickly and accurately
 - iii) Work efficiently in stressful situations
 - iv) Complete program requirements

2) WORKING CONDITIONS:

- a) Works in an air-conditioned environment with minimal exposure to noise and humidity
- b) Has frequent exposure to blood and body fluids from patients
- c) Has minimal exposure to x-ray radiation

CT ACKNOWLEDGEMENT FORM

I have received a copy of the “Technical Standards” of the CCBC CT 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 CT 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 Radiography 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 CT Technologist. Consequently, applicants will be required to take a physical examination and submit the results.

Inquiries regarding affirmative action may be directed to CCBC College, Affirmative Action Office, 7201 Rossville Blvd., Baltimore County, Maryland 21237, Affirmative Action Officer, (443) 840-4631.

Inquiries regarding the Rehabilitation Act of 1973, Section 504, Title IX, may be directed to CCBC, 7201 Rossville Blvd., Baltimore County, Maryland 21237, Director of Disability Support Services, (443) 840-1878.

Signature

Date