

RADIATION THERAPY TECHNOLOGY (RTT) SUPPLEMENTAL APPLICATION CHECKLIST
APPLICATION DEADLINE APRIL 1

All applicants to the RTT program *must* include the following supporting documentation to their college application. Completion of the prerequisites with the minimum requirements does not guarantee admission to the professional program. Incomplete applications will not be considered for admission.

Application Checklist:

The following must be submitted:

- Completed College Application http://assessment.cphs.wayne.edu/surveys/colladm2007_08.htm
- Non-WSU students complete the undergraduate application: www.admissions.wayne.edu
- Personal resume outlining your community or vocational activities, honors, employment, extracurricular and volunteer activities.
- Provide Plan of Work of prerequisite courses currently in progress or planned for Winter and Spring/Summer terms.
- Official transcripts from all colleges/universities attended – Non WSU students will need to send two sets of official copies one to University admissions office and one to the Eugene Applebaum College of Pharmacy & Health Sciences.
- Two personal recommendations- one from work supervisor & one recommendation from college faculty, advisor, or Teaching Assistant (print or copy forms and distribute as needed) *Students should provide a stamped addressed envelope to the evaluator for his/her convenience.
- Signed **Statement of Understanding** form verifying that you have read **Statement of Technical Standards of Professional Students**
- Mandatory attendance at one of the College monthly information meetings
- Completion of two clinical visits at affiliated radiation therapy facilities
- Admissions committee will be reviewing all submitted applications and inviting select candidates for an interview

If previous education was taken outside of the US or Canada

Copy of Educational Credential Evaluation (ECE) or World Education Service (WES)

Copy of Test of English as a Foreign Language (TOEFL) & Test of Written English (TWE) *program will not accept computerized form of test.

The College supplemental documentation can be mailed or dropped off at:

Eugene Applebaum College of Pharmacy and Health Sciences
Office of Enrollment Services ♦ 259 Mack ♦ Suite 1600
Detroit, Michigan 48201

Memorandum

TO: Applicants for Radiation Therapy Technology Program

FROM: Adam Kempa, Interim Program Director

SUBJECT: **Technical Standards Required of Professional Students**

DATE: January 2006

Selecting a career is probably one of the more important decisions you have had to make as an adult. To assist you in making an informed decision; the program faculty have prepared a very important informational document which outlines the technical standards required of professional students in the radiation therapy technology program. We want you to be well informed about what skills and abilities are required of professional students.

Please carefully read this entire document. If you have any questions or concerns, please notify program personnel.

Please sign the *Statement of Understanding* on **page six** and return it to the Eugene Applebaum College of Pharmacy & Health Sciences Office of Student Affairs. If, at a later date, you have any questions or concerns about the role of the radiation therapist, please call (313) 577-1137 and ask to speak to Mr. Adam Kempa or Mr. Kurt Frederick. **The Department faculty members are committed to complete disclosure of career information and will assist and clarify as needed.** Keep in mind that modifications can be made for some tasks *once the faculty and clinical instructors are apprised of any limitations you may have.* Therefore, promptly communicate any concerns you may have about whether you will be able to meet these practice requirements.

We know that academic success is important to you and we hope this document assists you making the career decision that will result in job satisfaction and personal fulfillment. Don't hesitate to call upon us as needed.

WAYNE STATE UNIVERSITY
RADIATION THERAPY TECHNOLOGY

Statement of Technical Standards Required of Professional Students

Purpose of This Document

Radiation Therapists are highly skilled and knowledgeable allied health professionals who provide technical and supportive care to cancer patients. The nature of their work and responsibilities requires that they possess many physical, intellectual, social, and emotional skills and abilities.

During your clinical visits, you have had the opportunity to observe the activities radiation therapists are expected to perform on a daily basis. Additionally, the Program wishes to clarify what expectations will be placed on a professional student in this program. This document outlines in some detail the skills and abilities which will be required of students throughout the professional program. This list is intended to describe what generally would be expected of a graduate radiation therapist employed by a hospital or clinic.

Please carefully read this document to determine if you may encounter professional requirements which may be difficult or impossible to fulfill.

IMPORTANT NOTE

This document is intended as a guide for the student considering radiation therapy technology as a career choice. As such a student, you must recognize that it is impossible to outline every conceivable requirement that a therapist may encounter. If you have any questions or concerns about the required abilities/skills, you are urged to discuss the matter with a program official after your interview for additional clarification. You may also wish to consult a physician, academic advisor, or other professional in the process of confirming your career choice.

Any student APPLYING to the professional program who believes a current or potential disability MAY restrict his/her ability to meet the professional obligations of a radiation therapist, MUST notify program officials. This requirement is intended to protect the student's educational rights while safeguarding his/her interests by ensuring that the student is accurately informed of professional role expectations. Professional assessment of the student's capabilities and/or limitations may be required. Program faculty are fully supportive of task modification when possible, provided the modification does not substantially change the effectiveness, accuracy or speed required for the activity, outcome or behavior.

The **Technical Standards** for the Radiation Therapy Technology program at Wayne University are divided into the following groups:

- I. Sensory Functions**
- II. Motor Functions**
- III. Communication Skills**
- IV. Psychosocial Skills**
- V. Cognitive Abilities**

I. SENSORY FUNCTIONS

A. Vision

Radiation Therapy students must be able to:

1. Focus and see at distances in the range of 6 inches to 25 feet;
2. Discriminate details (lines, dots, numbers, etc.) to an accuracy of ± 2 millimeters under conditions of dim light;
3. Accommodate abrupt changes in light intensity;
4. Demonstrate sufficient depth perception to safely and accurately manipulate mechanical equipment physically close to patients and other objects;
5. Read gauges, control panels and other digital equipment at a viewing range of 6 inches to 10 feet;
6. Confirm patient identification by using photographs and/or ID bracelet; and
7. Observe patients undergoing treatment or other care through direct visualization or on a TV monitor; and
8. Discriminate between different colors (i.e. patient marking, colored illuminations).

B. Hearing

Radiation Therapy students must be able to hear and discriminate:

1. Audible changes in equipment operation; and
2. Auditory communication (i.e. sounds, words) with patients and personnel through direct or electronic means.

II. MOTOR FUNCTIONS

A. **Gross Motor Functions**

Radiation Therapy students must have the strength and flexibility to accomplish the following tasks safely, yet with reasonable speed:

1. Stand for approximately 40% of the work day;
2. Walk for at least 50% of the work day;
3. Sit for approximately 10% of the work day;
4. Lift, reach and extend upper body to accomplish patient transfer from wheelchair or cart to treatment table;
5. Maneuver patients on table to accomplish accurate treatment positioning (i.e. pull, push, adjust); and
6. Lift, reach and extend upper body above patients to:
 - a. safely manipulate treatment apparatus,
 - b. insert metal shielding devices having a weight of 20-50 pounds, and
 - c. accommodate for different heights.

B. **Fine Motor Skills**

Radiation Therapy students must have the physical dexterity to:

1. Manipulate equipment controls (i.e. turning and pushing buttons, knobs, keys, and typing on computer keyboards); and
2. Coordinate use of both hands to simultaneously operate equipment and accurately align patient.

C. **Endurance**

Radiation Therapy students must have the **endurance** to accomplish the above tasks on a repetitive basis throughout the work day.

III. COMMUNICATION SKILLS

Student radiation therapists must demonstrate competency with the following communication skills:

- A. Receive and comprehend written, oral and nonverbal messages;
- B. Send verbal and nonverbal messages/communications to patients, families and co-workers, such as explanations about treatment procedures;
- C. Confirm patient identification by using photographs and/or ID bracelet;
- D. Obtain and utilize various types of information in order to provide accurate and compassionate patient care, such treatment data and information about the patient's condition and needs; and
- E. Accurately communicate with co-workers and other personnel regarding treatment procedures, such as writing technical notes and treatment instructions.

IV. PSYCHOSOCIAL SKILLS

Student radiation therapists must demonstrate:

- A. Positive interaction with patients and personnel on a one-on-one basis;
- B. Small group interactive skills, such as cooperation, compromise and teamwork;
- C. Concern and respect for patients and personnel;
- D. Coping skills to manage physical and mental stressors, emergencies, changing environments; and
- E. Mature and responsible conduct when interacting with patients and personnel.

V. COGNITIVE ABILITIES

Student radiation therapists must demonstrate the following abilities under conditions of moderate auditory noise and reasonable time limitations:

- A. Concentrate attention and efforts to the task at hand; and
- B. Interpret multiple factors about a situation and understand their impact (i.e. simultaneously operate equipment and observe patients);

V. **COGNITIVE ABILITIES** (Cont.)

C. Perform activities in a logical sequence; and

D. Apply previous classroom learning and clinical instruction to patient-related procedures.

SUMMARY

As previously stated, this document is intended as a guide for you, the prospective student, to consider the various abilities that will be required of you as a professional student and eventually as a graduate radiation therapist. The intent of this document has been to inform you of the working conditions and requirements that can be expected so you can determine if this career seems right for you.

The Radiation Therapy Technology program intends, through this document and other means, to be as complete, honest and forthright as possible in communicating career and program information to you. Therefore, in some instances, the requirements may be described in maximum or extreme terms rather than typical conditions. In return, we expect you to consult us on issues concerning your ability to perform according to the requirements presented in this document.

We recognize that YOUR CAREER CHOICE IS IMPORTANT and we pledge to assist you in making an informed decision. Remember, we share the same goal....we want you to be SUCCESSFUL in your chosen career!

PLEASE RETAIN THIS DOCUMENT FOR FUTURE REFERENCE.

Statement of Understanding

I have received a copy of the "Statement of Technical Standards Required of Professional Students" from the Radiation Therapy Technology Program. I have read the contents of this document and have had the opportunity to discuss the role of the radiation therapist with program faculty. I understand that they will continue to be available in the future to discuss any concerns I may have about my ability to perform the required activities on a temporary or permanent basis.

I understand that the information provided in this document is intended to serve as a guide regarding the physical, emotional, intellectual and psychosocial expectations placed on a student radiation therapist. I also understand that the role of the graduate radiation therapist may vary according to the requirements of the employer and that this document cannot include every conceivable action, task, ability or behavior that may be expected of me upon graduation.

I understand that the safety of patients, co-workers, and myself is of paramount importance. Therefore, I agree to provide information about any limitations or conditions that may directly or indirectly affect my ability to meet these requirements now or in the foreseeable future. I further agree to notify the Program should the status of my abilities change in the future.

I agree to cooperate with program faculty and clinical personnel in the event assessment for possible task modification needs to be done as a secondary phase of the admission process.

Signature of Prospective Student

Date

Signature of Program Representative

Date

PLEASE RETURN COMPLETED FORM AND MAIL TO:

Wayne State University
Eugene Applebaum College of Pharmacy & Health Sciences
259 Mack Ave
Suite 1600
Detroit, MI 48201

RADIATION THERAPY TECHNOLOGY PROGRAM
REFERENCE FORM FOR PROFESSIONAL PROGRAM

STUDENT WAIVER:

To the student: You may voluntarily waive your right to have access to a specific Letter of Recommendation/Evaluation written about you in accordance with The Federal Family Education Rights and Privacy Act of 1974 by signing and dating this certificate: I wave, relinquish and disclaim all my rights to have access to the Letter of Recommendation/Evaluation described in this form.

Student's Signature _____ Date _____

FOR EVALUATOR USE ONLY

Please complete this application and place in a sealed envelope.

Your signature is required over the seal. The applicant will submit the sealed envelope with his/her application.

PLEASE COMPLETE AND RETURN BY APRIL 1

NAME OF APPLICANT _____

How long have you known applicant? _____ (Minimum 4 months or 1 semester)

In what capacity is applicant known to you?

_____ employee _____ student _____ other (please specify) _____

EVALUATED BY: _____
Signature _____ Date _____

_____ Please Print Name _____ Title

_____ Address _____

_____ Place of Employment _____ Phone Number

PLEASE CIRCLE ONE NUMBER FOR EACH CHARACTERISTIC LISTED BELOW.

1. ***Punctuality:***

1	2	3	4	5	6	7	8	9	10
Habitually late	Frequently late	Average		Good		Always on time			

2. ***Integrity:***

1	2	3	4	5	6	7	8	9	10
Unsatisfactory	Poor	Average		Good		Excellent			

3. ***Attention to rules and regulations:***

1	2	3	4	5	6	7	8	9	10
Ignores all rules.	Doesn't know they exist.	Average		Good		Follows rules without being prodded.			

4. ***Initiative:***

1	2	3	4	5	6	7	8	9	10
Does only things specifically assigned	Average		Good		Looks for things to do. Does extra reading. Tries to find solutions to problems. Has leadership abilities.				

5. ***Communication:***

1	2	3	4	5	6	7	8	9	10
Does not express self well orally or in writing.	Speaks well but does not write well. Writes adequately but does not speak well.		Communicates adequately both verbally and in writing.		Expresses well verbally and in writing.				

6. Responsibility:

1	2	3	4	5	6	7	8	9	10
Unsatisfactory. Takes no responsibility for work, or equipment.	Poor	Average		Good			Accepts responsibility well. Completes assigned tasks on time. Helps keep the area in order. Takes care of equipment.		

7. Emotional Maturity:

1	2	3	4	5	6	7	8	9	10
Overconfident.	Unable to accept responsibility for mistakes.	Unsure of capability. Needs encouragement.		Exercises acceptable judgment.			Shows good judgment and self-reliance; handles criticism well.		

8. Work area, records, reports:

1	2	3	4	5	6	7	8	9	10
Messy. Disorganized.		Adequate		Good			Excellent. Work area orderly and uncluttered. Records neat legible and understandable. Reports neatly and correctly written.		

9. Ability to follow instructions:

1	2	3	4	5	6	7	8	9	10
Resents directions.	Does the work first, reads the instructions later.	Average		Good			Listens or reads carefully. Good attention to detail.		

10. Organization:

1	2	3	4	5	6	7	8	9	10
Not able to organize work.		Slow to organize and start work.		Adequately organized to make best use of time.			Very efficient and well organized.		

11. Speed:

1	2	3	4	5	6	7	8	9	10
Works very slowly.		Average		Good			Works quickly without loss of accuracy.		

12. Quality of Work:

1	2	3	4	5	6	7	8	9	10
Careless		Usually accurate and thorough.		Dependable. Rarely makes errors.			Exceptional Work. Accurate and complete.		

13. Cooperation and Attitude:

1	2	3	4	5	6	7	8	9	10
Unwilling to take part. Shows reluctance to cooperate. Complains frequently. Does not accept suggestions.		Usually a good team worker. Sometimes clashes with others and causes some friction. Usually responds to suggestions.		Never complains. A good team worker. Does what is expected Shows interest in job or department.			Goes out of the way to cooperate. Does not have to be asked. Adapts to situations cheerfully. Thoughtful of others.		

14. Dependability:

1	2	3	4	5	6	7	8	9	10
Needs constant supervision.		Average supervision required.		Supervision is required only in learning new methods or machines.			On the job 100% of time. Conscientious. Can be trusted to work alone.		

15. Ability to Work Under Pressure:

1	2	3	4	5	6	7	8	9	10	N/A
Panics	Nervous and excitable	Average		Good			Works carefully and calmly in an organize manner.			

16. **Job Knowledge and Versatility:**

1	2	3	4	5	6	7	8	9	10	N/A
Very little knowledge of dept. or job. Is completely stalled when anything unusual comes up.		Knows only routine procedures.		Has good working knowledge of basic principles and is able to solve many problems as they arise.			Thorough grasp. of dept. or job. Is able to work out problems as they arise.			

ADDITIONAL COMMENTS:

PLEASE RETURN COMPLETED FORM AND MAIL TO:

Wayne State University
 Eugene Applebaum College of Pharmacy & Health Sciences
 259 Mack Ave
 Suite 1600
 Detroit, MI 48201