

# **COLLEGE OF DUPAGE**

## **Radiation Therapy Program Advanced Certificate Fall 2024**



**Application Deadline: July 9, 2024 at 5pm**

**Note:** Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, [CastleBranch.com](https://www.castlebranch.com), insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

**Note:** Students are not accepted into this program until they receive an official acceptance letter from the College of DuPage Nursing & Health Sciences Division.

COLLEGE OF DUPAGE  
Health and Sciences Division  
425 Fawell Blvd.  
Glen Ellyn, IL. 60137-6599  
[www.cod.edu](http://www.cod.edu)  
PHONE 630 942-8331 FAX 630 942-4222

Dear Applicant:

Thank you for your interest in the Diagnostic Medical Imaging – Radiation Therapy Technology Program at College of DuPage. This packet of information has been developed to provide you with a complete overview of our program, including the process for admission.

Although the program is considered a one-year certificate program, students must be a graduate of an accredited Radiography or Nuclear Medicine program, have an associates or higher degree and have completed the general education courses listed on page 6.

We have made every effort to make the information in this packet complete, however, should you have further questions please contact me.

Sincerely,  
Brittany DeCicco  
Program Chair, Radiation Therapy  
Associate Professor, Radiation Therapy  
College of DuPage, HSC 2325

### **Program Information Disclaimer**

This program information is published for that purpose only; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the program. The program reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this program information packet in accordance with College of DuPage policies and procedures.

### **Program Mission Statement**

The primary goal of the Radiation Therapy Program is to educate students with didactic, laboratory, and clinical experience in preparation for the administration of ionizing radiation to humans for therapeutic purposes. Program policies and procedures have been designed to meet or exceed those established by the American Society of Radiologic Technologists. The graduate will demonstrate competency to meet state licensure, and/or certification application requirements defined by law for radiation therapy, deliver compassionate patient care, and function as an integral member of the health care team with competence and confidence.

### **Policies and Procedures**

All Nursing and Health Science Division policies and procedures are found on our [Division website](#). It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies and procedures.

### **Program Admission Preference:**

Each program with out-of-district clinical sites (see list of participating programs below) may admit a maximum of 20% of out-of-district applicants to the program, based on merit. The 20% maximum policy would only apply to out-of-district applicants who do **not** have access to a particular program in the **community college district in which they reside**. Students coming from districts with a particular program within their district would only be considered if there were open seats after all qualified candidates from in-district and out-of-district without programs were accepted.

If there are insufficient numbers of qualified in-district applicants, the maximum percentage of out-of-district students accepted can be exceeded until the program achieves full enrollment, with the approval of the Dean of Nursing & Health Sciences.

- Computed Tomography
- Health Information Technology
- Magnetic Resonance Imaging Technology (MRI)
- Mammography
- Nuclear Medicine (DMIN)
- Nursing (ADN)
- Physical Therapist Assistant (PTA)
- Proton Therapy
- Radiation Therapy
- Radiography (DMIR)
- Respiratory Care
- Sonography (Ultrasound) DMIR
- Speech Language Pathology Assistant (SLPA)
- Surgical Technology

### **Priority for Admission:**

- a. In-District applicants
- b. Out-of-District who are part of the [CAREER Consortium Agreement](#) (meaning your residing community college does not offer the particular program in which you are applying)
- c. Out-of-District applicants working full-time in-district (proof of in-district employment will be required each semester)
- d. Out-of-District applicants (who are not part of the CAREER Consortium Agreement) including those students with a joint or chargeback agreement and International students

### **Statement on Transfer of Credit**

The acceptance of transfer credit from other institutions is at the sole discretion of the Records/Graduation office. Any questions regarding credit should be directed to their office at (630) 942-3838

## TECHNICAL STANDARDS FOR ACCEPTANCE

To participate in the clinical education portion of the Program, the applicant must possess additional non-academic skills. These technical standards are consistent with the duties of the entry-level radiographer in a professional position. The applicant should have:

- The ability to transport, move, lift and transfer patients from a wheelchair or stretcher to and from the treatment and/or simulation table.
- The ability to move, adjust, manipulate equipment to perform simulation and therapeutic procedures.
- Sufficient visual acuity to observe patients and equipment operation during treatment, as well as read the patient's radiation reports and medical information. Hearing also must be adequate to perceive and interpret audio signals from equipment, and to respond to patients' questions or concerns.
- The ability to communicate clearly, both orally and in writing, with patients, doctors and other personnel, and the ability to follow written and verbal directions.
- The ability to view computer monitors for extended periods.
- Sufficient critical thinking skills and the ability to perform these skills in a timely manner. Such skills include, but are not limited to, measuring, calculating, analyzing, and evaluating medical and technological information, and synthesizing this information in a way that facilitates troubleshooting problems and/or responding to emergency situations.

## PROGRAM GOALS

1. The primary goal of the program is to educate competent, efficient, and effective Radiation Therapists, capable of functioning in any environment, within 12 months.
2. Provide a complete, up-to-date, competency-based curriculum.
3. Educate the student to properly administer therapeutic doses of radiation to patients according to established professional practices.
4. Support the development of a diverse set of skills necessary to participate in both current and emerging technologies in radiation oncology.
5. To promote development of integrative, critical thinking, and written, verbal and computer-based communication skills.
6. Prepare the student to achieve a satisfactory result on the American Registry of Radiologic Technologists (ARRT) credentialing examination for Radiation Therapy and/or individual state licensure examinations. College of DuPage and/or its faculty and staff do not guarantee successful candidate performance on the ARRT Certification exam, as a condition of successful Program completion.
7. Provide accurate student advisement to aid in student retention, course completion, program completion and possible future job placement.
8. Provide opportunities for continuing education for Radiation Therapy Technologist

**Applicants are also advised that the Radiation Therapy Program follows a rigorous curriculum requiring serious student memorization, practical application of theory, and coursework. Taking personal time off (i.e. vacations) outside scheduled breaks is strongly discouraged and may affect program continuation or ability to complete the program as scheduled.**

## ESTIMATE OF STUDENT FEES

Please visit the [Program Costs webpage](#) for estimated fees.

Estimate does not include provisions for travel to and from school and clinical education site, for textbooks and fees related to general education requirement courses, or for the cost of the required health requirements.

Financial Aid is available; visit the [Financial Aid Office](#) in SSC 2220 or call (630) 942-2251 or (630) 942-2252.

### COURSE SEQUENCE – RADIATION THERAPY PROGRAM

#### SEMESTER 1 (FALL)

RATH 2310	Radiation Therapy Physics
RATH 2321	Cross-sectional Anatomy/Imaging Principles
RATH 2301	Principles & Practice I
RATH 2331	Clinical Practice I

#### SEMESTER 2 (SPRING)

RATH 2311	Radiation Biology, and Protection
RATH 2322	Pathophysiology
RATH 2302	Principles & Practice II
RATH 2332	Clinical Practice II

#### SEMESTER 3 (SUMMER)

RATH 2312	Quality Management
RATH 2323	Operational Issues
RATH 2303	Principles & Practice III
RATH 2333	Clinical Practice III

### Statement on Citizenship/Visa Status

Statement on Citizenship/Visa Status If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to work/participate in the program clinical practicums or your eligibility to apply for the national ARRT certification examination, contact the International Student office, SSC 2225, (630) 942-3328, [intlstdt@cod.edu](mailto:intlstdt@cod.edu).

Qualified applicants will be considered out-of-district in the admissions ranking process if they are not a:

- U.S. citizens
- Permanent residents

### Student Email Policy

Student Email Policy College of DuPage will send all official communications to you through your official COD email ([dupage.edu](mailto:dupage.edu)). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish. Check out your COD email to get the message about: Official COD communications, financial aid communications, Application to graduate, Transfer credit evaluation, Prerequisite proof Sensitive, FERPA-related communications, Transcript order, Important messages from instructors

[https://www.cod.edu/student\\_life/resources/information\\_technology/email/email-policy.html](https://www.cod.edu/student_life/resources/information_technology/email/email-policy.html)

### Drug Testing and Background Check

Statement on Drug Testing and Criminal Background Checks Students accepted into the Diagnostic Medical Imaging - Radiography program are subject to mandatory drug testing and a criminal background check upon

acceptance performed at the student's expense in accordance with college policy. Fingerprinting may also be required. **Your Background check and Drug test must come back prior to attending clinical. You will be given a grace period of three days to get your health requirements completed if they do not come back due a situation that is out of your control. Three days will be the maximum amount of time given to any student. Program dismissal will occur if you delay your health requirements intentionally.**

### **Statement on Medical Care and Health Insurance**

Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the Center for Access and Accommodation website for additional details. Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

### **Statement on Medical Malpractice Insurance**

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. Students must be officially registered and listed on the instructor's class roster for all clinical courses to be covered by the malpractice insurance.

### **Statement on Transportation Students**

Statement on Transportation Students are responsible for finding their own transportation to and from the college and clinical site. No special accommodations will be made for students with transportation problems. Students may be required to travel to geographically dispersed (off site) clinical education settings.

### **Statement on Health and Public Service Program Discipline Procedures**

All students must have a signed acknowledgement of the Discipline Procedure on file with the Radiography program upon admission. Students will also receive specific rules and policies for the Radiography program to sign upon admission

### **Statement on Ethical and Professional Standards**

Applicants who misrepresent themselves and/or falsify records (transcripts, letters, forms, etc.) will lead to disqualification and/or program dismissal. Students who misrepresent themselves may be ineligible to apply to other health care programs at College of DuPage.

## **RADIOLOGIC TECHNOLOGY**

Radiology Technology is a general term for a number of allied health professions that use different types of energy to produce diagnostic images and to treat diseases (i.e., Radiography, Nuclear Medicine and Radiation Therapy). The initial Programs at the College of DuPage are in Radiography and Nuclear Medicine. Radiographers (formerly called x-ray technologists) are mainly responsible for taking x-rays (radiographs) and assisting the Diagnostic Radiologist. A Diagnostic Radiologist is a physician with special training in interpreting (reading) x-ray and Nuclear Medicine images. Nuclear Medicine Technologists administer trace amounts of radiopharmaceuticals to a patient to obtain functional information about organs, tissues and bone. This information is obtained by using a special camera to detect gamma rays emitted by the radiopharmaceuticals and create an image of the body part under study. This image is then created on a computer screen or on film.

College of DuPage now offers an advanced certificate program in Radiation Therapy Technology to graduates of an accredited Radiography or Nuclear Medicine Program. Graduates of the Radiation Therapy Technology program will be known formally as Radiation Therapists. Duties of Radiation Therapists may include reviewing prescription and diagnosis; acting as a liaison with the physician and supportive care personnel; preparing equipment, such as immobilization, treatment, and protection devices; and maintaining records, reports, and files. They may also assist in dosimetry procedures and tumor localization. Radiation Therapists administer targeted doses of radiation to the patient's body to treat cancer and other diseases. As the radiation strikes human tissue, it produces highly energized ions that gradually shrink and destroy the nucleus of malignant tumor cells. Radiation

Therapists are highly skilled medical specialists educated in physics, radiation safety, patient anatomy and patient care. They typically see their patients three to five days a week throughout a four-to seven-week treatment plan.

Radiation Therapists work closely with two other medical specialists, namely Medical Dosimetrists and Radiation Oncologists. Medical Dosimetrists determine how much radiation will be delivered to a tumor site. Under the supervision of a medical physicist, they calculate and generate radiation dose distributions in accordance with the Radiation Oncologists' treatment plan. Radiation Oncologists are radiologists who specialize in the treatment of cancer with radiation. They consult with the patient's primary care physician to determine the best course of therapy and plan a treatment. Then, they work with a medical dosimetrist to calculate how much radiation will be delivered.

According to the *Radiologic Technologist Wage and Salary Survey 2022*, conducted by the American Society of Radiologic Technologists, full-time salaries nationwide for Radiation Therapists averaged \$96,650. In Illinois, the full-time salary averaged \$98,010. As with most other professions, the length of time in the profession increased the salary that was paid.

As for the job market, the U.S. Department of Labor, Bureau of Labor Statistics *Occupational Outlook Handbook*, projects faster than average employment change until at least the year 2024.

If you want further information on the profession, consult one of the following websites:

- [www.acert.org](http://www.acert.org)
- [www.arrt.org](http://www.arrt.org)
- [www.asrt.org](http://www.asrt.org)
- [www.issrt.org](http://www.issrt.org)

## THE COLLEGE OF DUPAGE RADIATION THERAPY PROGRAM

College of DuPage Diagnostic Medical Imaging – Radiation Therapy Program provides a complete scholastic and clinical education for a career in Radiation Therapy. The program is a 12-month post-radiography or nuclear medicine certificate program. Matriculating students must be graduates of an accredited radiography or nuclear medicine program. Students enrolled in the Program attend full-time beginning with the Fall semester with clinical experience on Mondays, Wednesdays and Fridays (full eight-hour days) and didactic class work at the College of DuPage main campus on Tuesday, Wednesday and Thursday evenings. Some classes may be offered as a hybrid online model at the Program Directors discretion.

Students attend classes at the College and receive clinical experience at an affiliated medical facility. Students must provide their own transportation to and from the College and to their assigned clinical site. Clinical hours vary, but most students are done by 4:30 p.m.; check with the clinical site of your choice for specific times. Clinical days can be arranged with the Clinical Instructor and completed based on what is best for the clinic. Working students should not take jobs that will interfere with these hours.

The program curriculum incorporates the national radiation therapy curriculum established by the American Society of Radiologic Technologists (ASRT). The curriculum includes all didactic and clinical competencies needed for eligibility for the American Registry of Radiologic Technologists (ARRT) national certification examination. Before a student enrolled in the College of DuPage Radiation Therapy Technology program can be considered eligible to apply for ARRT certification, he or she must fulfill the following requirements:

- The student must have completed the academic requirements of the Program successfully.
- The student must have all fees and other Program charges paid in full.
- The student must return all College of DuPage and clinical site property in their possession, or else remit payment(s) for lost, stolen or damaged property.

Upon passing the examination, the student will be certified in all states. Students must also be licensed in some states including Illinois.



## Admissions Checklist

The Program can admit only a limited number of students. A selection process has been established to admit the most qualified students. Each step in the process is outlined here in detail. All steps must be completed if applicable to be considered for admission to the Program.

Along with the above requirements, you **must** follow **and** complete the admission checklist that is provided to be considered for acceptance and have acceptable interpersonal skills for the profession. You are reminded that the Radiation Therapy Technology Program has a limited enrollment (approximately 12 - 20 students based on clinical site availability) and an early admission deadline.

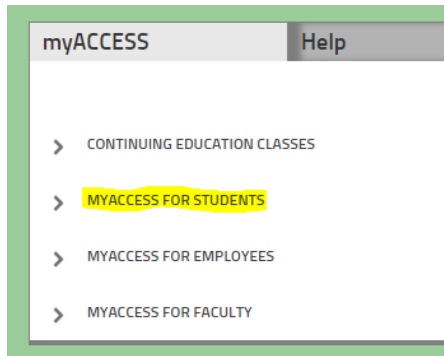
**NOTE: Admission Committees for all Health Science programs have the right to deny admission to any applicant that they feel is unable to fulfill the essential functions as described in this packet. It is the applicant's responsibility to ensure that all material listed below have been completed and received by the designated office, by 5 pm on July 6, 2023.**

This is a list of what you must do to be admitted to the Program. You should mark each item as you complete it to ensure that none of the steps are missed. **THESE SHOULD BE DONE IN ORDER.**

- \_\_\_\_\_ 1. Attend a highly recommended Radiation Therapy Individual Advising Session to learn about the program and application requirements with Brittany DeCicco at [deciccob@cod.edu](mailto:deciccob@cod.edu). These can be done in person or via Zoom. An advising PowerPoint will be supplied for your convenience.
- \_\_\_\_\_ 2. If you have not been admitted to College of DuPage, please complete the **non-refundable \$20 [College of DuPage General Admissions Application](#)** online. **This application is for general admissions to College of DuPage only; it is not an application to the Health Sciences Limited Enrollment Radiation Therapy program.**
- \_\_\_\_\_ 3. To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:
  - a. Submit your official transcript(s) to **College of DuPage, [Office of Student Records](#)**. ***If College of DuPage is the only institution you have attended, you do not need to request official transcripts.***
  - b. Verify receipt of your transcript(s). Log into myACCESS account, click on 'myACCESS for Students', select '**My Profile**'. The receipt status of your transcript will be listed under '**Transcript Institutions**'.

NOTE: If you have an international transcript from high school or college, it must first be evaluated. Please visit the following website [https://www.cod.edu/registration/records/trans\\_eval\\_listing.aspx](https://www.cod.edu/registration/records/trans_eval_listing.aspx) for details.

- \_\_\_\_\_ 4. Complete the **non-refundable \$50 [Health Career Selective Enrollment Program Application](#)** online by logging into the student portal at <https://inside.cod.edu>
  - Click on myACCESS for Students



- Click on the Health Careers Applications link



- Select Health Careers Application



- Select **Radiation Therapy Certificate** when asked “What selective enrollment program are you applying to?”

**Once the application is given, you may not change the term or program. If you do not have a credit card, you can purchase a prepaid credit card from your local retailer**

5. Complete the [College of DuPage Residency Verification form](#) and provide proof of residency to the **Office of Student Registration Services, Student Services Center (SSC) Room 2221** or e-mailing to [registration@cod.edu](mailto:registration@cod.edu) by the program application deadline date. You **MUST** send from your [@dupage.edu](mailto:@dupage.edu) e-mail address.

**Note:**

- If this residency requirement has not been given to Registration by the program application deadline date, you will not be considered for admission.
- Separate Residency Verification Forms must be submitted for each program application.

\_\_\_\_\_ 6. Application Forms required:

- a. ALL applicants must contact a Clinical Instructor and arrange a FORMAL VISIT at a clinical site of your choice. The list of Clinical Sites can be found on page 15 of this packet. Please email the Clinical Site from your COD EMAIL requesting an interview. Print and bring the form to the Clinical Site. PRINT and bring pages 18 – 21 to the Clinical Site with you for your interview. The form is titled “**College of DuPage Radiation Therapy Clinical Site Interview Form**”. **Please inform the Clinical Site Interviewer that the completed form should be sent to [hsadmissions@cod.edu](mailto:hsadmissions@cod.edu).** The form must be sent from the Clinical Site Interviewer. NOTE: If accepted into the program, placement is not guaranteed to be at that site.
- b. If you graduated **less** than 5 years ago, you must have both your Radiography/Nuclear Medicine Clinical Instructor AND Program Director fill out the “**Recommendation Form for Clinical Instructor and Program Director Form**”. **PAGE 16**. The student is responsible for giving the form to their Clinical Instructor and Program Director. **Completed form should be sent to [hsadmissions@cod.edu](mailto:hsadmissions@cod.edu) by the Clinical Instructor and Program Director.**
- c. If you graduated **more** than 5 years ago you must have your Supervisor/Manager fill out the “**Recommendation Form for Radiography or Nuclear Medicine Supervisor**” **PAGE 17** The student is responsible for giving the form to the Supervisor. **Completed form should be sent to [hsadmissions@cod.edu](mailto:hsadmissions@cod.edu) by their Supervisor.**

\_\_\_\_\_ 7. Submit official transcripts to the **Office of Student Records** showing proof graduation from an accredited Radiography or Nuclear Medicine program and completed an AAS degree or higher. Refer to Step #3 for verification of receipt process.

\_\_\_\_\_ 8. Successful completion of Anatomy & Physiology (ANAT 1500 or 1551 or 1571) or equivalent **prior** to admission.

\_\_\_\_\_ 9. Successful completion of the following General Education courses: Math 1100 or higher level and HLTHS 1110 (biomedical terminology) or equivalent **prior** to admission.

\_\_\_\_\_ 10. In Radiation Therapy, we work closely with our patients for weeks at a time and see our patients at some of the hardest points in their life. Write a Personal Statement about your academic and professional goals upon admission and five years following the Radiation Therapy Program at College of DuPage. Describe how admittance will change your life and patients. Please include reasons as to what lead you to choose this career path and your hopes for the future. Describe prior healthcare involvements and a time you made a difference in a patient's life. Personal Statements should be 300-500 words, double spaced and should be prepared using a word processing program. It can be uploaded as either a PDF or Word document. You will be scored on the quality of your statement as well as your ability to communicate efficiently. The statement should be sent in English, poor grammar or punctuation will affect your score. Please e-mail your personal statement to [hsadmissions@cod.edu](mailto:hsadmissions@cod.edu).

\_\_\_\_\_ 11. The Merit Evaluation can be found on pages 12 &13. The maximum number of points you can receive it 62 for first-time applicants and 64 for re-applicants. You also must be accepted by the clinical site regardless of your merit score.

\_\_\_\_\_ 12. The final step is your interview with the Program Chair, Brittany DeCicco. She will be contacting you directly to schedule an interview from early Spring into the last week of June.

***“All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.”***



## College of DuPage Radiation Therapy Program Merit Evaluation

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **Graduate of an accredited Radiography or Nuclear Medicine Program**

Yes or No

(circle)

(AAS or BA/BS Degree in Radiography or Nuclear Medicine)

(Provide transcripts to Office of Student Records, SRC 2150)

**Clinical Interview:** (Proof given to hsadmissions@cod.edu directly from Clinical Site) (up to 10 points)

**Interview with Program Chair:** (up to 10 points)

**Personal Statement:** (up to 5 points)

### **Required Proof of Recommendation:**

**New Graduates (less than 5 years) – the below scores will be averaged together:**

1. Radiography/Nuclear Med Program Director Recommendation (up to 5 points)
2. Radiography/Nuclear Med Clinical Instructor Recommendation (up to 5 points)

**Technologists (more than 5 years):**

1. Radiography/Nuclear Med Manager/Supervisor Recommendation (up to 5 points)

**Pre-requisite College Courses needed in addition to a student's AAS or BA/BS Degree in Radiography or Nuclear Medicine: (Grade A = 4pts; B= 3pts; C= 2 pts, Anything Below a C is not accepted)**

### **General Courses:**

1. ANAT 1500 or 1551 or 1571 (or equivalent)
2. MATH 1100 (or higher)
3. HLTHS 1110 (Medical Terminology) (or equivalent)

### **Radiography Courses:**

(Provide transcripts to Office of Student Records, SRC 2150 and unofficial transcript to Radiation Therapy Program chair)

1. Patient Care
2. Exposure/Equipment
3. Image Production
4. Radiation Protection
5. Principles/Procedures

**OR:**

### **Nuclear Medicine Courses**

(Provide transcripts to Office of Student Records, SRC 2150 and unofficial transcript to Radiation Therapy Program chair)

1. Radiation Protection
2. Radionuclides
3. Instrumentation/QC
4. Procedures
5. Patient Care

**Final acceptance decisions are made by the Radiation Therapy Admissions Committee.**

Task:	Score
Clinical Site Interview (Up to 10 Points)	
Interview with Program Chair (Up to 10 Points)	
Personal Statement (Up to 5 Points)	
Recommendation Total: (Up to 5 Points)	
Pre- Requisites (Up to 12 points)	
1. A&P	
2. UPPER LEVEL MATH	
3. MED TERMINOLOGY	
Radiography Courses/ Nuclear Med Courses (Up to 20 Points)	
Previous Applicant YES/NO (2 points)	
Highest Possible Score: 62 (w/o Previous application)	/62

## REQUIREMENTS AFTER ACCEPTANCE

### Statement of Health

Students admitted to Health Career programs must complete the necessary [Health Requirements](#), certifying that their health status will allow them to safely pursue the education objectives of the Radiation Therapy program. The requirements include a criminal background check, drug screen, Edward Corporate Health Clearance, and completion of the Medical Document Manager piece provided through [CastleBranch.com](#).

**Please do not complete the Clinical Requirements until you are instructed to do so.** The Health Requirements Packet may be downloaded at [Health Requirements](#). **Your Background check and Drug test must come back prior to attending clinical. You will be given a grace period of three days to get your health requirements completed if they do not come back due a situation that is out of your control. Three days will be the maximum amount of time given to any student. Program dismal will occur if you delay your health requirements intentionally.**

**PLEASE NOTE** if you have been found guilty of a felony, you may have difficulty obtaining a license and/or becoming registered to practice in this profession.

## HOW ACCEPTANCE IS DETERMINED

### Priority for Admission:

- a. In-District applicants
- b. Out-of-District who are part of the [CAREER Consortium Agreement](#) (meaning your residing community college does not offer the particular program in which you are applying)
- c. Out-of-District applicants working full-time in-district (proof of in-district employment will be needed each semester)
- d. Out-of-District applicants (who are not part of the CAREER Consortium Agreement) including those students with a joint or chargeback agreement and International students

The Deadline for Applications is July 9, 2024 by 5PM

The Admissions Committee meets in mid- July. Around the last week of July, the Acceptance letters are mailed. These include the student's hospital assignment and an accept-or-reject letter. The accept-or-reject letter must be returned by a specific date. If not, we will place students from the waiting list. Students from the waiting list will continue to be placed until the Program start date or until the list is exhausted.

Requests for admission are **not** automatically carried over to the following year. Applicants who were not accepted for the cycle in which they originally applied are asked to pay the \$50 non-refundable Health Science application fee and submit any/all supporting documents as listed on the Admissions Checklist of the Application Packet requirements (if applicable). Transcripts of any additional coursework must also be submitted to the Records Office. Students who have applied previously are not given preference for readmission, but a high multiplier is used on the merit evaluation form for those who were qualified but not admitted in a previous year. NOTE: Students re-applying are advised to contact a Radiation Therapy program faculty member to review their file to see if they can improve their Merit Evaluation score in any way.

## Clinical Sites

<p><a href="#">AMITA Health Resurrection Medical Center</a>          7435 West Talcott Avenue Chicago, IL 60631          (773) 990-8533          Debra Dowz, RT (T)  <a href="mailto:Debra.Dowz@ascension.org">Debra.Dowz@ascension.org</a></p>	<p><a href="#">Ascension St. Mary's Hospital, Kankakee/Joliet</a>          500 W Court St Kankakee, IL 60901          Eileen Dalcanton RT (T) <a href="mailto:Eileen.dalcanton@ascension.org">Eileen.dalcanton@ascension.org</a></p>
<p><a href="#">Northern Illinois Cancer Treatment Center</a>          327 IL Route 2 Dixon, IL 61021          (815) 284-1111          Kelly Mills RT(T)  <a href="mailto:kmills@nicancer.com">kmills@nicancer.com</a></p>	<p><a href="#">Duly Health and Care</a>          430 Warrenville Rd, Suite 100 Lisle, IL 60532          (630) 432-6745          Lucie Zegadlo-Rodriguez, RT(T)  <a href="mailto:Lucie.Zegadlo-Rodriguez@duly.com">Lucie.Zegadlo-Rodriguez@duly.com</a></p>
<p><a href="#">Northwestern Medicine Kishwaukee</a>          10 Health Services Drive, Suite 2 DeKalb, IL 60115 (815) 756-4722          Amy McGough, RT (T)  <a href="mailto:amy.mcgough@nm.org">amy.mcgough@nm.org</a></p>	<p><a href="#">Edward Hospital/Elmhurst Hospital</a>          801 S. Washington Naperville, IL 60566          (630) 646-6154 and 177 E. Brush Hill Road Elmhurst, IL 60126          Stephanie Kwiatkowski RT(T)  <a href="mailto:stephanie.Kwiatkowski@EEHealth.org">stephanie.Kwiatkowski@EEHealth.org</a>           Daniel Ross <a href="mailto:Daniel.Ross@EEHealth.org">Daniel.Ross@EEHealth.org</a>          Megan Gale <a href="mailto:Megan.Gale@EEHealth.org">Megan.Gale@EEHealth.org</a></p>
<p><a href="#">Northwestern Medicine Cancer Center Warrenville 4405 Weaver Parkway Warrenville, IL 60555</a>          (630) 352-5450          Joshua Lardi, RT(T)  <a href="mailto:Joshua.Lardi@nm.org">Joshua.Lardi@nm.org</a></p>	<p><a href="#">Northwestern Medicine Cancer Center Delnor</a>          304 Randall Rd. Geneva, IL 60134          (630) 262-8554          Eric Shackleton, RT(T)  <a href="mailto:eric.shackleton@nm.org">eric.shackleton@nm.org</a></p>
<p><a href="#">Director Leonard C. Ferguson Cancer Center FHN 1163 West Stephenson Street Freeport, IL 61032 (815) 599-7042</a>          Barb Horton RT(T)  <a href="mailto:bhorton@fhn.org">bhorton@fhn.org</a></p>	

### TENTATIVE CLINICAL AFFILIATES\*

\*As of the writing of this packet, these clinical sites have expressed an interest in hosting students but the contracts have yet to be finalized. In addition, we are currently soliciting new sites that are not yet on this list. Please contact the program director for the most recent list of sites.

**FAILURE TO DISCLOSE CONFLICTS OF INTERESTS AT A CLINICAL SITE CAN RESULT IN IMMEDIATE PROGRAM DISMISSAL.** This is encompassing but not limited to familial relationships, please alert the Program Director immediately if you have any family members or prior relationships established within your clinical site.



## College of DuPage Radiation Therapy Program

### Recommendation Form for Radiography/Nuclear Medicine Clinical Instructor and Program Director

This form is to be given to your previous Clinical Instructor as well as your Program Director if you graduated less than five years ago. **You will need to have both parties fill one out for you.** This form is to be used towards your application for Radiation Therapy at College of DuPage. The completed form is to be sent to [hsadmissions@cod.edu](mailto:hsadmissions@cod.edu) directly from the evaluator and will be added to your application file. This will count for 5 points on your Merit Evaluation, both final scores from your Program Director and Clinical Instructor will be averaged together.

Student Name:

Date:

Year Graduated:

Evaluator Title and Institution:

Evaluator Email (In case of questions):

**Please rate your student on a scale of 1-5 with 5 being the best score possible and 1 being the worst, use the following numeric scale for grading.**

- 5. Excellent**
- 4. Good**
- 3. Average**
- 2. Need Improvement**
- 1. Would not recommend**

Student Skill	Graded Score (1-5)
1.Communication	
2.Patient Care Skills	
3. Attention to Details	
4. Radiation Protection and Safety	
5.Cooperation and Attitude	
6.Professionalism/ Integrity	
7. Critical Thinking	
8. Reliability (Attendance and Punctuality)	
9. Ability to be adaptable	
10. Ability to work well on a team	
Total Score: (Best Possible Score: 50 points)	

Comments:

College of DuPage Radiation Therapy Program

**Recommendation Form for Radiography or Nuclear Medicine Supervisor**

This form is to be given to your current supervisor if you graduated more than five years ago. This form is to be used towards your application for Radiation Therapy at College of DuPage. The completed form is to be sent to [hsadmissions@cod.edu](mailto:hsadmissions@cod.edu) directly from the evaluator and will be added to your application file. This will count for 5 points on your Merit Evaluation.

Student Name:

Date:

Year Graduated:

Evaluator Title and Institution:

Evaluator Email (In case of questions):

**Please rate your technologist on a scale of 1-5 with 5 being the best score possible and 1 being the worst, use the following numeric scale for grading.**

- 5. Excellent**
- 4. Good**
- 3. Average**
- 2. Need Improvement**
- 1. Would not recommend**

Technologist Skills	Graded Score (1-5)
1. Communication	
2. Patient Care Skills	
3. Attention to Details	
4. Radiation Protection and Safety	
5. Cooperation and Attitude	
6. Professionalism/ Integrity	
7. Critical Thinking	
8. Reliability (Attendance and Punctuality)	
9. Ability to be adaptable	
10. Ability to work well on a team	
Total Score: (Best Possible Score: 50 points)	

Comments:

## College of DuPage Radiation Therapy Clinical Site Interview Form

Criteria	1	3	5	Comments/Score
Timeliness	5-10 Minutes Late	On time, prepared for interview	5-10 Minutes Early, prepared for interview	
Politeness	Student interrupts/hurries interviewers several times, does not thank interviewers	Student interrupts/hurries interviewers 1-2 times during interview; thanks interviewers	Student never interrupts/hurries interviewers; thanks interviewers	
Overall Attitude	Lack of interest and enthusiasm; passive/indifferent	Shows basic interest and some enthusiasm	Appropriately interested and enthusiastic about interview process	
Questions: Asking & Answering	Did not have any questions for the PC, Inappropriate/inaccurate answers to questions; did not answer all questions	Asked one question/unrelated questions. Answers are acceptable and answers all questions.	Asked appropriate questions related to the field. Thorough, appropriate answers to questions	
Communication	Shows lack of interest; speaking unclear; inappropriate volume. Responses are inconsistent, lacking in sincerity. Displays inappropriate body language or numerous hesitation markers. (Ex. "Um, Uh, Hmm.")	Showed some interest; speaking unclear; varied volume, Responses generally consistent; specific examples provided consistently; shows sincerity. Body language is appropriate. Minimal hesitation.	Very attentive; speaking clearly; enthusiasm for profession/program conveyed; business-tone volume, Responses all consistent; uses concrete, specific examples; shows sincerity with all answers. Professional Body Language without hesitation.	
Introduction	Unacceptable behavior and language; unfriendly	Acceptable behavior, well-mannered, courteous; professionalism lacking	Professional behavior and language; friendly and courteous	

Appearance	Overall appearance is untidy; inappropriate clothing choices; poor grooming	Overall appearance is neat; acceptable clothing choice; well groomed	Overall appearance is very neat; job interview appropriate clothing; well groomed; clinic appropriate or business-like appearance	
Scenario Responses	Inappropriate/uneducated response, lack of critical thinking. Unconfident.	Response is adequate based on the student's prior education. Slight use of critical thinking, semi-confident.	Response shows outstanding critical thinking skills and educational background. Extremely confident.	
Best Possible Score: 40 points				Overall Score: /40

**For the Clinical Instructor to fill out only:**

**COMMENTS:**

**Would you like this student to be placed at your Site if they are accepted into the Cohort?  
Does this student have any known conflict of interests for your site? (Ex. Family members working currently at your site)**

**Please send completed form to [hsadmissions@cod.edu](mailto:hsadmissions@cod.edu)**

You will be asked at least 3 questions from each section at the discretion of the Clinical Instructor along with these main questions:

1. Describe to me what interactions you have had with patients.
2. What experience have you had with miscommunication and/or conflict resolution with a patient/fellow employee, and how did you resolve the problem?
3. Tell me how you handle a situation when you know you've done something wrong and how did you rectify that situation?

**General Questions**

1. Tell me about yourself.
2. Why did you choose Radiation Therapy as a career?
3. What are your strengths and weaknesses?
4. How do you deal with stressful work situations? How would you handle a disrespectful doctor? Or coworker?
5. How do you try and create a great patient experience?
6. Give an example of the most challenging patient you had under your care?

7. What communication techniques have you used to ensure that patients and families feel supported/cared for?
8. How do you work on a team? Provide some examples.
9. What makes you an ideal candidate for this position?
10. How many times have you applied to this program?

Behavioral Questions:

1. Explain a situation in which you made a mistake. What did you do about it?
2. Tell me about a time you were scheduled to work and it interfered with your plans. How did you handle it?
3. Describe a time in which you had to adjust quickly to changes over which you had no control. What was the outcome?
4. Tell me about a time when you had to be flexible, adjusting to the needs of a patient, family member or your team.
5. member or your team.
6. Tell me of a time when you were confronted with a difficult change and discuss how you were
7. impacted. How did you respond to the change?
8. Tell me about your worst shift ever and how you handled it.
9. Recall a time when your leader assigned you a task that you considered outside your job
10. description. How did you handle the situation? What was the outcome?

Critical Thinking Questions:

1. Sometimes a small problem can be identified and fixed before it becomes a major problem. Give an example of when you have done this and what the results were of your actions.
2. Tell me about a time when you received negative feedback on your performance by a co-worker and how you handled the situation. What was your plan moving forward?
3. Give an example of when you were flexible and organized with a very sick patient, how would you adapt your typical care style?
4. Tell me about a time when you had to access the chain of command in regards to a patient care
5. Give me an example of a positive experience you had when performing a type of education for a patient. Describe an example that was not efficient/effective and what you did about it.
6. You have a small disagreement with a co-worker. How would you resolve it independently of your immediate coordinator?
7. Listening is a valuable tool. Describe a time when good listening skills helped you overcome a communication problem or gave you an opportunity to exceed in patient care.
8. Describe a time when you realized you needed additional skills or knowledge to be successful? What was your approach to gaining those skills?

9. Tell me about a situation that did not work out as expected. How did you handle it and what were your next steps?
10. Describe a situation where you handled decisions under pressure or when time limits were a factor. What was the outcome?

Integrity Questions:

1. Tell me about a work environment that was not ideal. What was the situation? What did you do? What did you learn?
2. What previous job was the most frustrating and why? Provide specific examples and what you did about the situation.
3. Tell me about a time you made someone upset when you were doing what you were expected to do, and what was the outcome?
4. Provide an example of what you have done to protect the privacy of patients.
5. Please share an example of a situation where your team disagreed with you. How did you respond? What was the final outcome?
6. If you disagreed with a decision made by a superior Radiation Therapist or staff member, how would you handle it?
7. How do you practice ALARA at your workplace?
8. Give me a specific example of how you will handle our policy on not using cell phones or other electronic equipment during work hours.
9. How do you determine if the work you do is a quality job? What are some ways that you have improved the quality of your own work?
10. If you knew a fellow student was being dishonest with their schoolwork or at clinical, how would you handle the situation?

What we are looking for in the Radiation Therapy Program at College of DuPage:

Applicants who:

- Show Professionalism
- Have Emotional Maturity
- Are a Good Fit for Radiation Therapy Team
- Show Academic Readiness
- Are able to work with diverse populations