



Thank you for your interest in the Washburn Radiation Therapy program. The Radiation Therapy program is an online program in which students complete didactic coursework online through synchronous (live virtual) and asynchronous methods and complete clinical education at a Washburn affiliated radiation therapy departments. The Radiation Therapy program is administered through the Washburn University School of Applied Studies, Department of Allied Health and is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, (312) 704-5300, email: [mail@jrcert.org](mailto:mail@jrcert.org).

The program curriculum is a 13-month certificate of completion program consisting of 40 credit hours. Upon successful completion of the program, graduates are registry eligible with the American Registry of Radiologic Technologist (ARRT). Classes begin in late June or early July and finish the following July.

Radiation Therapy is an Allied Health profession dedicated to treating malignant disease with ionizing radiation. This profession is continually evolving. Radiation therapy integrates a vast amount of advanced technology; however, it is not a purely technical field. This profession is centered on patient care and safety. By choosing a career as a radiation therapist, you will positively impact the lives of cancer patients and their families.

Radiation therapy graduates can look forward to an exciting and dynamic career. Radiation therapists typically enter the workforce as a staff radiation therapist. Other career opportunities, which may require additional education and experience, include chief/lead therapist, medical dosimetrist, educator, sales representative, application specialist, and healthcare administrator.

According to the [U.S. Department of Labor, Bureau of Labor Statistics](#) the job outlook for radiation therapists is expected to grow faster than the average for all occupations through 2031. The average growth rate for radiation therapists is faster than average at 6%.

If you are looking for a challenging career in which you serve patients during a critical time in their lives and are committed to continuous lifetime learning, a career as a radiation therapist is for you. Please complete the application process by following all instructions provided in this packet.

I look forward to receiving your application!

Sincerely,

A handwritten signature in black ink that reads "Kristina Collins". The signature is written in a cursive, flowing style.

Kristina Collins, MHS, RT(R)(T)  
Radiation Therapy Program Director  
Washburn University  
1700 SW College  
Topeka, KS 66621  
785-670-1414; [kristina.collins@washburn.edu](mailto:kristina.collins@washburn.edu)

**Washburn University  
School of Applied Studies  
Department of Allied Health  
Radiation Therapy Program**

### **The Program**

The Radiation Therapy program is administered through the School of Applied Studies, Department of Allied Health. The program curriculum at Washburn is a JRCERT accredited 13-month, 40-credit hour online certificate of completion program. Upon successful completion of the program, graduates are registry eligible with the American Registry of Radiologic Technologists (ARRT). Classes begin in late June/early July and finish the following July.

Students will complete didactic courses online and participate in clinical education at Washburn affiliated radiation therapy departments. Clinical education consists of unpaid experience. In the fall and spring semesters clinical hours are Tuesday-Thursday (8am-4pm) and Friday (8am-12pm). The winter intersession, a component of the spring semester, consists of approximately three weeks in December and January during which clinical hours are Monday-Friday, 8am-4pm. In the summer semester, clinical is scheduled Monday-Thursday (8am-4pm) and Friday (8am-12pm). The program course schedule is provided in this packet and the program calendar is available online at [www.washburn.edu/radiation-therapy](http://www.washburn.edu/radiation-therapy).

**NOTE:** Some didactic courses include a clinical experience as part of a project, report, or presentation. These experiences are most commonly related to learning about equipment or performing quality control procedures. Depending on the clinical site, these procedures may be performed earlier in the morning, over the lunch break, in the evening, or on a weekend. To fulfill these experiences, students may have to alter their clinical hours slightly over a few days.

Didactic courses are delivered through an online learning management system and include weekly synchronous (live virtual) meetings each Monday in the fall and spring semesters. Attendance at the live virtual meetings is required. The virtual Monday meeting times range from 8:30am-3:50pmCST.

### **Why Major in Radiation Therapy at Washburn University?**

- Dedicated to excellence in teaching, Washburn University today is recognized as an outstanding public, urban learning environment.
- Washburn University began in 1865 as Lincoln College, a school established by the Congregational Church. Lincoln College became Washburn College in 1868 in recognition of the financial support of New England philanthropist, Deacon Ichabod Washburn. In 1941, the citizens of Topeka voted to make Washburn a municipal university.
- Our educational objectives are to prepare individuals for careers and further study in a variety of disciplines for a lifetime of continuous learning.
- Washburn has a reputation as a "teaching" university rather than a "research" institution. More than 90% of our faculty holds doctoral degrees or the highest degree available in their discipline.
- Washburn has an enrollment of approximately 6,600 students.

### **What Careers are Available in Radiation Therapy?**

Radiation Therapy is an exciting and dynamic field. Advancements in technology are dramatically impacting the manner in which radiation therapy is delivered. Radiation therapists typically enter the workforce as staff radiation therapists. Other career opportunities, which may require additional education and experience, include chief/lead therapist, medical dosimetrist, educator, sales representative, application specialist, and healthcare administrator.

### **Program Mission**

The Radiation Therapy program is focused on the development of qualified radiation therapists who

provide optimum patient care through technical competency and professional conduct.

## **Program Goals and Outcomes**

### **PROGRAM EFFECTIVENESS OUTCOMES**

*Outcome 1: Students will complete the program.*

*Outcome 2: Graduates will pass the national certification exam on the first attempt within 6 months of graduation.*

*Outcome 3: Graduates will be gainfully employed in radiologic sciences within 12 months of graduation.*

*Outcome 4: Graduates will be satisfied with the overall quality of the program.*

*Outcome 5: Employers will be satisfied with the overall competency of program graduates.*

### **GOAL 1 – PROGRAM GRADUATES WILL BE CLINICALLY COMPETENT.**

*Outcome 1: Students will analyze pertinent data from treatment planning documents.*

*Outcome 2: Students will accurately position patients for treatment delivery.*

*Outcome 3: Students will evaluate images using various imaging technologies (MV, kV, CBCT).*

### **GOAL 2 – STUDENTS WILL DEMONSTRATE WRITTEN AND ORAL COMMUNICATION SKILLS.**

*Outcome 1: Students will demonstrate written communication skills.*

*Outcome 2: Students will provide patient education within scope of practice.*

### **GOAL 3 – STUDENTS WILL DEMONSTRATE CRITICAL THINKING SKILLS.**

*Outcome 1: Students will solve challenges related to non-routine clinical situations.*

*Outcome 2: Students will demonstrate ability to perform specialized procedures in the clinical setting.*

### **GOAL 4 – STUDENTS WILL DEMONSTRATE PROFESSIONAL WORK STANDARDS.**

*Outcome 1: Students will exhibit professional standards and behaviors.*

*Outcome 2: Students will assess the importance of professional development.*

\*Program assessment data is available on the program's website under the Quality Indicators menu option ([www.washburn.edu/radiation-therapy](http://www.washburn.edu/radiation-therapy)).

## **Accreditation**

The University is accredited by the Higher Learning Commission; a Commission of the North Central Association of Colleges and Schools.

The program is accredited by the:

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 North Wacker Drive, Suite 2850

Chicago, Illinois 60606-3182

(312) 704-5300

Email: [mail@jrcert.org](mailto:mail@jrcert.org)

\*State professional licensing bodies within the U.S. recognize graduates of JRCERT accredited programs.

### State Authorization Reciprocity Agreements (SARA)

Washburn University is a participant in the SARA initiative, which is a state-level reciprocity process aimed at making the effort to obtain state authorizations more efficient for institutions and to make it easier for students to enroll in distance education programs outside of the states in which they reside. Institutions that are members of SARA are authorized to provide online education to students from all SARA member states. States and institutions that choose to become members of SARA operate under a set of policies and standards that are overseen by the National Council for State Authorization Reciprocity Agreements (NC-SARA) and administered by four regional higher education compacts. For a map showing SARA membership by state, please visit <http://nc-sara.org/sara-states-institutions>.

- The state of **California** does not participate in SARA; therefore the University is unable to offer online education to individuals living in these states.
  - However, graduates of the Washburn University Radiation Therapy program, while residing and completing clinical education in SARA participating states, are eligible for licensure in California.
- The state of **New York** and **New Jersey** requires all educational programs outside of the state to be approved by a governmental entity. Due to these extensive governmental requirements, the Radiation Therapy program at Washburn University will not enroll any individual who intends to live in New York or New Jersey and complete clinical education in either state.
  - However, graduates of the Washburn University Radiation Therapy program, while residing and completing clinical education outside of these states, are eligible for licensure.

### Admission Criteria

A minimum cumulative grade point average (gpa) of 2.50 is required for application. An applicant must be a graduate of an accredited Radiologic Technology program, possess a minimum of an Associate degree from an institution that is accredited by an acceptable accrediting body according to the ARRT, and hold the professional designation of RT(R).

Specific coursework evaluated during application review includes:

1. Human anatomy and physiology
2. Written communication (Composition, English, Writing)
3. Verbal communication (Communication, Public Speaking, Speech)
4. Radiation physics from radiology program (titles vary)
5. Mathematics (college level math course)
  - a. If your math course is lower than Intermediate College Algebra, submit a course description or syllabus to demonstrate course content related to real number systems, algebra of sets, exponents, equations and inequalities, polynomial functions, graphing, radical expressions, operations, inverses of function, equations of lines and systems of linear equations, logarithmic and trigonometric functions

Students who have not yet met these requirements but are in the process of doing so may also be considered for admittance; however, acceptance will be contingent on meeting all admission requirements prior to the program's start date.

**Statement of Non-Discrimination:** *It is the policy of Washburn University to assure equal educational and employment opportunity to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status or sexual orientation.*

### Acceptance to the program is conditional on the following:

- Confirmation of acceptable clinical site placement by May 15.
  - Clinical site must meet the program's affiliation requirements.
  - Clinical site must complete an Affiliation Agreement with the University.
  - Clinical site must be approved by the JRCERT.
- Student must fulfill clinical site requirements for clinical education. Some clinical sites have special requirements for students to be cleared to complete clinical education. Special requirements include, but are not limited to, a student placement or onboarding fee, orientation training attendance, additional required vaccinations or immunizations, or special background checks. Students placed at a clinical site with special requirements must fulfill the requirements prior to the program start date. Any additional costs are the responsibility of the student. Students will be notified of special clinical site requirements prior to the program start date or as soon as the program learns of such requirements.
- Graduation from an accredited radiologic technology program.
- Verification of an associate degree or higher from an educational institution accredited by a body acceptable to the ARRT.
- Professional designation by the ARRT as a Registered Radiologic Technologist (RTR).
- Successful completion of a 10 - panel drug screen (at student's expense – about \$30).
- Successful completion of a criminal background check (at student's expense – about \$67).
- Complete submission of required health records (vaccinations, TB test, physical, CPR, etc).

### Steps for Application :

#### 1. Apply to Washburn University

Submit an "undergraduate application" to Washburn University Admissions Office.

<https://www.washburn.edu/admissions/apply.html>

- Click on the "Undergraduate Application" button.
- Create an account.
- The program begins in the SUMMER (not fall). Whenever you are asked to indicate your starting term, be sure to select SUMMER.
- Submit official academic transcripts to the admissions office. This includes transcripts from **ALL** educational institutions where college credit was earned. Address is Washburn University, Admissions, 1700 SW College, Topeka, KS 66621. If submitting transcripts electronically, send to [etranscripts@washburn.edu](mailto:etranscripts@washburn.edu)



***\*\*Please note that your Washburn University application will not be processed until you have been ACCEPTED into the Radiation Therapy Program.***

#### 2. Apply to the Radiation Therapy Program

Below are the elements of the radiation therapy application process. For submission, please organize the radiation therapy application into a packet in the order listed on the last page of this document and mail it to: Washburn University, Radiation Therapy Program, 1700 SW College, Topeka, KS 66621.

- **Radiation Therapy Application Form** - Complete the program application form electronically or by hand; if completed by hand, please print clearly!
- **Transcripts** - Submit official academic transcripts from ALL educational institutions where college credit was earned to the Radiation Therapy program.
  - o If sending paper transcripts, the address is Washburn University, Radiation Therapy Program, 1700 SW College, Topeka, KS 66621. A paper transcript must be sent to the Radiation Therapy program AND the admissions office.
  - o If sending electronic transcripts, the address is [etranscripts@washburn.edu](mailto:etranscripts@washburn.edu). **In addition, please indicate which transcripts were sent electronically on page 17 of the application packet.** If you have any questions, call 785.670.2170 or email

[lisa.rieschick@washburn.edu](mailto:lisa.rieschick@washburn.edu).

- o If currently enrolled in a Radiologic Technology program, when sending an official transcript from your program, be sure it includes the most recent fall semester grades.
- o Transcripts must demonstrate the following college-level coursework:
  - ✓ Human Anatomy and Physiology
  - ✓ Written Communication (Ex: Composition, English, Writing)
  - ✓ Communication (Ex: Public Speaking, Speech, Human Communication, Rhetoric)
  - ✓ Radiation Physics from Radiology Program (Course titles may vary).
  - ✓ Mathematics (College-Level Math) - If your math course is lower than Intermediate College Algebra, submit a course description or syllabus to demonstrate course content related to real number systems, algebra of sets, exponents, equations and inequalities, polynomial functions, graphing, radical expressions, operations, inverses of function, equations of lines and systems of linear equations, logarithmic and trigonometric functions.
- **Two Recommendation Forms** - The candidate will mail each recommendation form in a sealed envelope with the reference's signature across the flap.
  - o If a graduate from a Radiologic Technology program within the past two years, 1 form MUST be submitted by the Program Director and 1 form from the Clinical Coordinator or a Clinical Instructor of the Radiologic Technology program. Please do not send additional forms or letters.
  - o If a graduate from a Radiologic Technology program more than two years ago and is currently working as a Radiologic Technologist with an RT(R) designation, 1 recommendation form must be submitted by your DIRECT SUPERVISOR. The 2<sup>nd</sup> recommendation form may be submitted by a physician or other supervisor who can attest to your professionalism, work ethic, communication skills, etc. A previous Radiologic Technology program faculty could also provide the 2<sup>nd</sup> recommendation. Recommendations from peers or coworkers are not acceptable.
- **Survey of Interest** - Type a response to each question. Focus on demonstrating professionalism, maturity, communication skills, interest in providing quality patient care, and ability to work with others effectively.
- **Observation** - Complete a minimum of a four (4) hour observation at a Washburn-affiliated radiation therapy department. Please contact the Radiation Therapy Clinical Coordinator (Sean Conrad 785.670.1448; [sean.conrad@washburn.edu](mailto:sean.conrad@washburn.edu)) to facilitate the scheduling of an observation or to discuss any observation scheduling issues. The observation must be conducted at the student's #1 preferred site. However, observing at more than one site is acceptable. Approach the observation like an interview to communicate a sincere interest in the field, demonstrate initiative, exhibit dependability, and display a willingness to be instructed.
- **Observation Evaluation Form** - It is the candidate's responsibility to give the enclosed "Observation Evaluation" form to the supervising radiation therapist at the observation site. That individual will complete the form and return it to the candidate in a sealed envelope with the supervising therapist's signature across the flap.
- **Observation Summary** - Upon completion of the radiation therapy observation, prepare a written observation summary addressing each question. Be sure to demonstrate an understanding of the field of radiation therapy, the role of a radiation therapist, the importance of ensuring the accuracy of treatment, methods of providing radiation safety/protection, and how technology has impacted the field.
- **Essential Functions** - Read and sign the Radiation Therapy Essential Functions form.

## **Application Deadline**

Application to the program and all supporting materials must be postmarked by February 1. Partial applications will not be accepted. FAXED or EMAILED application materials will NOT be accepted. It shall be the responsibility of the student to verify the receipt of all application materials. Students may contact the department secretary at [lisa.rieschick@washburn.edu](mailto:lisa.rieschick@washburn.edu) to confirm receipt of application materials.

## **Application Review**

Acceptance into the program is based on academic record with a focus on radiologic technology coursework in addition to college-level courses in anatomy, physiology, math, written communication, and verbal communication. Other scored components include the Survey of Interest, Observation Summary, Observation Evaluation, and Recommendation Forms.

Acceptance by the University and the radiation therapy program and confirmation of an acceptable clinical placement are required for a student to begin the program. A student may be accepted contingent on identifying an appropriate clinical placement; however, if a clinical site is not finalized by May 15, the student will not be eligible to begin the program.

## **Notification Timeline**

Applicants who have met the February 1 primary deadline will be notified via email by April 1 of acceptance or non-acceptance. Applicants who submitted after the primary deadline of February 1 will be contacted by May 1 once the program identifies if there are open spots in the class. The email address provided on the application paperwork will be used to communicate student status. For this reason, be sure to print the email address clearly on the radiation therapy application page and explicitly differentiate the letter O and the number zero.

For all accepted applicants, the program will request certain documents including proof of health insurance, CPR certification, ARRT registration, immunizations, TB testing, physical exam, background check, and drug screen. If the student's designated clinical site has additional requirements, the student must meet the additional requirements, which may be at an additional cost to the student. An information packet containing the appropriate forms and instructions for submitting required documentation will be emailed to each accepted student in May.

## **Additional Information**

### **School of Applied Studies Scholarships (SAS)**

You may download a School of Applied Studies (SAS) scholarship application by clicking on the [Scholarship Application](#) link at [www.washburn.edu/sas/](http://www.washburn.edu/sas/).

### **American Society of Radiologic Technologists (ASRT) Foundation Scholarships**

Visit <https://foundation.asrt.org/what-we-do/scholarships> for additional information.

### **Tuition & Tuition Refunds**

Students accepted into the Radiation Therapy program will be required to pay the Radiation Therapy online tuition rate. Credit hours and fees are subject to change in accordance with University Policy. The most current rate of tuition is available at <http://www.washburn.edu/current-students/business-office/tuition-fees.html>. Students may be eligible for financial aid and student loans. Contact the Financial Aid Department at (785) 670-1151 as soon as possible for assistance and deadline information.

### **Radiation Therapy Orientation**

Students must participate in a mandatory virtual orientation in July before beginning of clinical education, which starts in the fall semester. More information regarding the orientation session will be included in the emailed notification of acceptance into the program.

### **Textbooks**

The cost of textbooks and materials for the entire program is approximately \$1,200.00. Costs are subject to the publisher/ bookstore price increases. Textbooks for the entire year will be purchased prior to the Fall Semester. A book list and ordering instructions will be included in a summer information packet that will be emailed to each accepted student in May.

### **Trajecsys - Electronic Clinical Management System**

The Radiation Therapy program uses the Trajecsys system for clinical management. This system allows for secure clock-in and clock-out at the clinical setting as well as the completion of competency forms and evaluations. When instructed to do so, accepted students will purchase access to this system directly through Trajecsys (\$100).

### **Dress Code**

The Radiation Therapy Program does not provide nor require a uniform purchase; however, a dress code policy is in place. The dress code policy is documented in the student manual, which is available on the program's website ([www.washburn.edu/radiation-therapy](http://www.washburn.edu/radiation-therapy)) and in the Program and Clinical Manual, which students will purchase at the on-campus orientation.

If the designated clinical site has a stricter dress code policy, the program will require the student to adhere to the site's policy. Some clinical sites will allow business casual clothes with a lab coat; others will allow scrubs.

### **Health Insurance**

Students must have and maintain health insurance coverage throughout the program year (at the student's expense). The clinical coordinator will request proof of coverage prior to the program start date and at points throughout the program year. The University offers coverage for the student, student and spouse or child, and family at a reasonable cost. Call 1.800.520.9909 or visit <http://www.sas-mn.com/> to obtain more information. In the event of injury or illness in the clinical setting, medical care will be provided if necessary, with the cost of the care being the student's responsibility.

### **Physical Exam**

A physical exam with documentation of immunizations (at the student's expense) is mandatory prior to the program start date. Failure to submit a recent physical exam (**within three months of the Fall semester**) and proof of immunizations will keep a student from beginning the program. An information packet containing instructions regarding this requirement will be emailed in May.

### **Drug Screen**

A 10-panel drug screen (at the student's expense) is required by each student. A summer information packet containing the appropriate instructions will be emailed in May. Cost is about \$30.

### **Background Check**

Successful completion of a criminal background check (at the student's expense) is required by each student. Cost is about \$67. A summer information packet containing the appropriate instructions will be emailed in May.

- A criminal background check will be required of all accepted Radiation Therapy students prior to the program start date. Successful completion of the Radiation Therapy program requires participation in clinical practicum courses. Students can only be placed in clinical practicum courses after a background check (at their expense) has been completed, which discloses they do not present a criminal history of:
  - convictions of laws regulating controlled substances\*;
  - convictions, at the felony level of crimes, as defined under Kansas Criminal Code (K.S.A. 21-3101 et seq.) and amendments thereto, which are crimes against persons, crimes against property, or sex offenses;

- conviction of an offense requiring registry as a sex offender under the Kansas Offender Registry Act or any federal, military or other state law-requiring registry;
- conviction, at the felony level of crimes, involving moral turpitude which include but are not limited to: perjury, bribery, embezzlement, theft, and misuse of public funds.

**\*Exception:** *Persons who have been convicted of a misdemeanor illegal drug offense may be permitted to participate in the clinical practicum pursuant to the process for Management of Misdemeanor Illegal Drug Exception set out below.*

### **Management of Misdemeanor Illegal Drug Exception:**

1. If a background check report demonstrates a discrepancy, the Clinical Coordinator will contact the university contact who has access to the details of background check reports.
2. The university contact will determine the cause of the discrepancy and communicate it to the Clinical Coordinator.
3. The Clinical Coordinator will report findings from the university contact to the Program Director.
4. The university background check policy will be applied as follows:
  - i. If offense is related to items a-d of the background check policy, the student will not be permitted to start the program.
  - ii. If offense is a misdemeanor illegal drug offense and the student is currently on probation for the offense, the student will not be permitted to start the program.
  - iii. If offense is a misdemeanor illegal drug offense and the student is NOT currently on probation for the offense, the student will be provided the following option.
    1. Student may disclose the misdemeanor illegal drug offense to the Clinical Supervisor at the assigned clinical site.
    2. Clinical Coordinator will follow-up with the Clinical Supervisor at the assigned clinical site about the student's disclosure.
    3. If the disclosure prohibits student placement at the clinical site, the student will not be permitted to start the program.
    4. If the disclosure does NOT prohibit student placement at the clinical site, the student will be permitted to start the program and student will be advised to complete the ARRT Pre-Application Ethics Review process - <https://www.rrt.org/earn-rrt-credentials/requirements/ethics-requirements/ethics-review-preapplication>

### **CPR**

Students must have and maintain CPR certification throughout the program year. An information packet containing instructions will be emailed in May.

### **Liability Insurance**

The University carries liability insurance on the student during his/her clinical education attendance.

### **ARRT Certification**

Students must complete the radiologic technology certification exam and hold the professional ARRT designation of RTR prior to the program start date. An information packet containing the appropriate instructions will be emailed in May.

### **Name Tags**

The student is responsible for acquiring an acceptable tag. The options for name tags include 1) obtaining a name tag (at the student's expense) from an office store (Staples, Office Depot etc.) that has a blue background, white lettering and includes student's first name and the phrase Washburn University Radiation Therapy Student, 2) Clinical site issued name badge that includes student's first name and identifies the individual as a Student, 3) Washburn University issued ID that can be purchased through the Ichabod Service Center (\$8).

## **Vacations and Holidays**

The following time off is scheduled for the student (dependent on University calendar). A full program schedule is available on the program's website ([www.washburn.edu/radiation-therapy](http://www.washburn.edu/radiation-therapy)):

Labor Day

Fall Recess: 1-2 days

Thanksgiving Recess: 3 days

Winter Break: 2 weeks

Martin Luther King Day

Spring Break: 1 week

Memorial Day

Summer Break: 1 week

Juneteenth

July 4<sup>th</sup>

## **Student Radiation Monitoring Device**

The clinical education site will be responsible for providing a radiation monitoring device to each student. If the student is responsible for providing their own, this will be communicated to the student prior to clinical placement. Any students that work as "tech aides, student techs, etc." outside of program requirements must wear a separate badge during clinical hours other than the one supplied by his or her employer. Each month or quarter, depending on the clinical site's standard interval, the radiation safety officer (RSO) at the clinical site will collect the monitoring device and processing and distribute a new monitoring device. In coordination with the clinical site's standard interval, the student will electronically submit a copy of the radiation monitoring device report with the student. The review with the Clinical Coordinator must occur within 30 days of the student receiving the radiation monitoring report. Any exposure reading that exceeds the program's established limits (defined in the Program and Clinical Manual) will be followed up by the identified radiation safety officer at the clinical education site and the Clinical Coordinator.

## **Grade Deficiency Policy**

In order to maintain a position in this program, a cumulative grade average of at least C (2.0 grade points) is required. A grade of C or better must be obtained in each course of the certificate program. The program uses the following grading scale, with 75% being the minimum for passing. (A = 93 – 100; B = 85 – 92; C = 75 – 84; F = Under 75)

## **Transportation**

Students will furnish their own transportation to and from educational facilities.

## **Computer / Internet**

All didactic courses in the Radiation Therapy program are online. Basic computer skills are mandatory. Each student is responsible for having access to an updated computer on a daily basis and having a reliable internet connection. Below are resources regarding system requirements and recommended hardware. If you have any questions or are in need of assistance, please contact Technology Support at [support@washburn.edu](mailto:support@washburn.edu) or 785.670.3000.

### **System Requirements for Online Education**

<https://washburn.edu/its/online-education/tech-tips.html>

### **Computer Recommendations**

<https://washburn.edu/its/tech-recommendations.html>

**Washburn University  
Radiation Therapy Program  
Course Schedule**

**Summer Semester #1** – Late June/early July, NO synchronous (live) class sessions and NO clinical during this period.

AL309 Foundations of Radiation Therapy (2 credit hours)

**Fall Semester** - Requires attendance at synchronous (live) class sessions each Monday from 8:30am – 3:50pmCST.

AL 301 Clinical Radiation Therapy I (4 credit hours)

AL 302 Radiation Therapy Principles I (3 credit hours)

AL 303 Radiation Therapy Physics I (3 credit hours)

AL 307 Oncology, Simulation & Treatment Procedures I (3 credit hours)

AL 311 Imaging in Radiation Therapy (3 credit hours)

**Spring Semester** - Requires attendance at synchronous (live) class sessions each Monday from 8:30am – 3:50pmCST.

AL 304 Therapeutic Radiobiology (3 credit hours)

AL 305 Radiation Therapy Physics II (3 credit hours)

AL 310 Radiation Therapy Principles II (3 credit hours)

AL 340 Clinical Radiation Therapy II (4 credit hours)

AL 370 Oncology, Simulation & Treatment Procedures II (3 credit hours)

**Summer Semester #2** – No attendance of synchronous (live) class sessions required.

AL 380 Clinical Radiation Therapy III (3 credit hours)

AL 381 Radiation Therapy Seminar (3 credit hours)

**40 Credit Hours Total**

\*Clinical education consists of unpaid experiences at an affiliated radiation oncology department. In the fall and spring semester clinical hours are Tuesday-Thursday (8am-4pm) and Friday (8am-12pm). The winter intersession, a component of the spring semester, consists of approximately 3 weeks in December and January during which clinical hours are Monday-Friday, 8am-4pm. In the summer semester, clinical is scheduled Monday-Thursday (8am-4pm) and Friday (8am-12pm).

\*Credit hour to clinical clock hour is calculated based on a formula of 100-115 clock hours equaling 1 credit hour.

## Frequently Asked Questions

### WASHBURN UNIVERSITY ADMISSIONS QUESTIONS

- **When I am applying to the University, which University Admissions form do I need to complete?** Please complete the "**Degree Seeking**" application for undergraduate status to the University. After submitting your university application, visit <http://www.washburn.edu/academics/college-schools/applied-studies/departments/allied-health/declaring-program.html> to request the "Certificate in Radiation Therapy" as your major or program.
- **I keep receiving emails from WU to register for summer and fall classes. Should I register, and if so, where do I get my PIN number?** All newly accepted students will receive enrollment instructions and PIN numbers by the end of May and will begin the program in the late summer session (2<sup>nd</sup> 5-Week Session). In addition, a listing of books is provided in the new class bulletin provided to each accepted student or they may be ordered/purchased at orientation.
- **How do I speak with someone in the Admission's Office?** Call 785-670-1030

### TRANSCRIPT QUESTIONS

- **Do I have to have an earned degree to start the program?** Yes, all applicants must either have earned, OR will earn by program start date, an Associate's degree or higher from an institution approved by the ARRT. Visit [www.arrt.org/FAQ/Associate-degree-Requirement](http://www.arrt.org/FAQ/Associate-degree-Requirement) for further details.
- **Do I need to send all of my transcripts, even if I just took a few courses at a school?** Yes, all transcripts must be sent to both the Admissions Office and the Radiation Therapy program to complete one's application. If sending electronic copies, you must indicate this for each educational institution on page 18 of the application packet.
- **Should I wait to submit my official transcripts until my Fall radiology course grades are posted?** Yes, please wait to submit your transcripts until your Fall course grades are posted if you are currently in a radiology program.
- **Once I complete my Radiologic Technology Program, do I need to send Washburn University Admission and the Program Director new transcripts?** Yes, if accepted into the program, you must send new transcripts to both the Washburn University Admissions office and the Radiation Therapy program.
- **What should I do if my transcripts are being sent electronically?** Electronic transcripts will be accepted by University Admissions and the Radiation Therapy Program; you may send transcripts to [etranscripts@washburn.edu](mailto:etranscripts@washburn.edu). You must indicate electronic submission for each educational institution on page 17 of this application packet.

### QUESTIONS ABOUT THE RADIATION THERAPY APPLICATION

- **Do I have to be a Registered Radiologic Technologist RT(R) or registry eligible in order to apply?** Yes, all applicants must be a graduate of an accredited Radiologic Technology program and possess the professional designation of RT(R). An eligible registry student may also apply and be considered for admittance; however, completing the accredited Radiologic Technology program and successfully completing the ARRT radiologic technology certification exam must be obtained before the program start date.
- **Do I have to have an Associate Degree of higher to apply to the program?** Yes, eligibility requirements for ARRT certification in Radiography, Nuclear Medicine Technology, and Radiation Therapy..., effective January 1, 2015, call for candidates to have earned an associate (or more advanced) degree from an accrediting agency recognized by ARRT.
- **Should I wait to send in my application when all components are completed, or should I mail each part as it is completed?** Please see the last page of this document and submit all elements in one

envelope in the order listed.

- **Do you need my High School transcripts?** No, since you have completed 24 or more college credit hours, we do not need your high school transcripts.
- **Do you need my ACT score?** No, since you have completed 24 or more college credit hours, we do not need your ACT scores.
- **What format should the Survey of Interest be in?** The preference is for the document to be in a numbered or bulleted format with each question listed followed by the response.
- **If I complete two observations, do I need to submit two Observation Summaries with my application?** No, one observation summary from your preferred clinical education site is sufficient. However, if you complete more than one observation experience, you may combine both experiences in the Observation Summary document if you choose.
- **Do you accept applications after the February 1 deadline?** The program will accept applications after the February 1 deadline but will only accept students from the secondary pool if all positions in the class have not been filled.
- **Does the program send out a letter letting me know if my application is complete?** No, since most applications arrive right around the postmarked deadline of February 1, the program does not have enough time to notify students of missing documents. Students may contact the department secretary by email at [lisa.rieschick@washburn.edu](mailto:lisa.rieschick@washburn.edu) to confirm receipt of the application.

#### CLINICAL SITE QUESTIONS

- **Can new clinical sites be added as affiliates?** Yes, if the site meets the requirements for affiliation in terms of patient volumes, procedure variety, equipment, staffing, accreditation, and are interested in training a student, it may be possible to form an affiliation with the site. If you have a site in mind **and have expressed your interest to the site**, please contact the Radiation Therapy Clinical Coordinator, Sean Conrad at (785) 670-1448 or [sean.conrad@washburn.edu](mailto:sean.conrad@washburn.edu). Please provide him with the site name, phone number, email, and contact person so he can contact the site and begin the affiliation process. .
- **If I am accepted into the Radiation Therapy program, am I guaranteed a clinical site?** Acceptance is contingent on clinical placement availability. If a clinical site is not secured by May 15, a student will not be able to begin the program.

#### FINANCIAL QUESTIONS

- **How much are the tuition fees?** Visit <http://www.washburn.edu/current-students/business-office/tuition-fees.html> to view current tuition rates.
- **Do I pay tuition fees by the semester?** Yes, you will be billed online through your My.Washburn account each individual semester.
- **How much will books and materials cost?** Costs for books and materials is approximately \$1,200 for the entire year. Please note that this does not include the cost of a personal computer and home internet service provider fees.
- **What is the deadline and procedure for applying for financial aid?** You can apply for financial aid to assist in the costs of the Radiation Therapy program. Please call the Financial Aid office for specific details and deadline dates at (785-670-1151) or visit the website at <http://www.washburn.edu/admissions/paying-for-college/financial-aid/index.html>.
- **Are there any other additional scholarships that I could apply for?** Yes, the Washburn School of Applied Studies (SAS) offers individual scholarships. You can print an application from the SAS website at <http://www.washburn.edu/sas/>; look for the "SAS Scholarship Application" link on the right side of the page. The deadline for SAS Scholarship applications is February 15. Check the scholarship application materials for the exact deadline. The ASRT also offers scholarships and college loan assistance for RT(T) students. Log on to [http://www.asrtfoundation.org/Content/Scholarships\\_and\\_Awards/](http://www.asrtfoundation.org/Content/Scholarships_and_Awards/).
- How do I speak with someone in the Financial Aid Office? Call 785-670-1151
- How do I speak with someone in the Business Office? Call 785-670-1156

## RADIATION THERAPY PROGRAM QUESTIONS

- **What are the online synchronous (live) class hours?** 8:30 am – 3:50pm Each Monday (Central Time) in the Fall and Spring semesters.
- **What are the clinical hours?** 8:00am – 4:00pm Tuesday – Thursday + Friday 8:00am-12:00pm in the Fall and Spring semesters. During the Winter Intersession (about 3 weeks in December/January) clinical hours are Monday – Friday 8:00am – 4:00pm. In the second Summer semester clinical hours are 8:00am – 4:00pm Monday – Thursday + 8:00am-12:00pm Friday.
- **Is there a limit to the number of hours a student can perform clinical in a week?** Yes, classroom and clinical hours cannot exceed 40 hours in a given week. During the winter intersession, which is a component of the spring semester, there are no classroom hours, so students are assigned to the clinical setting for 40 hours each week, which reflects the typical schedule of an employed radiation therapist. Students may not earn compensation time during the winter intersession, as that would result in hours beyond the 40-hour limit.

## FAQ ABOUT HEALTH AND BACKGROUND CHECK REQUIREMENTS

- **Does a background check that I had completed at my work or through my radiology program meet the Radiation Therapy program's background check requirement?** No, all students must complete a separate background check through the University's vendor. This is not required until acceptance, and clinical placement is confirmed. The cost to the student for the background check, 10-panel drug screen, and immunization record-keeping through Verified is approximately \$105.
- **Can a PA or Nurse Practitioner complete my physical form?** Yes, a Physician, Physician Assistant, or Nurse Practitioner may complete the health physical form. The physical form is not required until acceptance and clinical placement are confirmed.
- **Is the COVID-19 vaccination required by the University?** No, the University does not require students to obtain the COVID-19 vaccine. However, the program will default to the clinical site policies, which involves meeting their health clearance requirements. If you fail to meet their requirements, there is a risk you will not be able to complete the clinical rotation at their facility. Also, for students with a medical or religious waiver, clinical sites are under no obligation to accept a waiver of immunization and may refuse placement to students. The decision to accept a medical exemption rests solely with the clinical site.
- **I received the Hepatitis B vaccination series, but I cannot find my documentation. What should I do?** Have your healthcare provider draw a Hep B titer to demonstrate immunity. This step is not required until acceptance, and clinical placement is confirmed.
- **My mom says that I had chickenpox as a child, is this sufficient?** No, dates of varicella vaccination OR results of a titer showing immunity are required.
- **My immunization records demonstrate DPT vaccinations in childhood; is this sufficient?** No, 1 adult Tdap is required, and if it exceeds 10 years, tetanus must be updated.
- **What is a two-step TB test?** Learn more about TB testing at the Center for Disease Control (CDC) website: <https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>

**Washburn University  
Radiation Therapy Program  
Re-Application Process**

A student who was not accepted into the program the previous application year may choose to reapply for the next academic year. All students must follow and complete the steps identified below to be considered. The deadline for submission is **February 1**.

- (1) Reapply to Washburn University online as a Degree Seeking Student for Summer 2024 (<https://www.washburn.edu/admissions/apply.html>).
- (2) Complete the radiation therapy application and submit it between September 1, 2023, and February 1, 2024. It will be available online at [www.washburn.edu/radiation-therapy](http://www.washburn.edu/radiation-therapy) by August 1, 2023.
- (3) If you have taken specific steps to strengthen your application, such as radiologic science employment, additional coursework, more observation experience, related community service, or relevant continuing education, please include a document that clearly summarizes your actions, as this will allow the application review committee to award additional points.
- (4) Send official transcripts of coursework that has been completed since your original application submission to **BOTH** the Radiation Therapy program and the Admissions Office.

Washburn University  
Radiation Therapy Program  
1700 SW College  
Topeka, KS 66621

Washburn University  
Admissions Office  
1700 SW College  
Topeka, KS 66621

Support services for international students, including assistance with the university admissions process and processing documents used to apply for an F-1 student visa are provided by the Office of International Programs. For more information about the university admissions process and obtaining an F-1 visa, please contact the International Program Office at +1 (785) 670-1051 or [international@washburn.edu](mailto:international@washburn.edu).

Please be aware that the **following programs are only offered in an online format and therefore do not meet the USCIS (Immigration) enrollment requirement for F-1 visa students**. This means that students interested in these programs are not eligible to apply for an F-1 visa to pursue this degree program on the Washburn campus:

Bachelor of Health Science	Magnetic Resonance Imaging
Diagnostic Medical Sonography	Radiation Therapy
Health Information Technology	Technology Administration

**International students applying to any Allied Health program must:**

1. Contact the specific Allied Health program coordinator to determine program admission eligibility:

<b>AH Program</b>	<b>Director</b>	<b>Email Address</b>
Medical Laboratory Sciences	Toni Caldwell	<a href="mailto:marie.caldwell@washburn.edu">marie.caldwell@washburn.edu</a>
Occupational Therapy Assistant	Stephanie Sedlacek	<a href="mailto:stephanie.sedlacek@washburn.edu">stephanie.sedlacek@washburn.edu</a>
Physical Therapist Assistant	Mark Kohls	<a href="mailto:mark.kohls@washburn.edu">mark.kohls@washburn.edu</a>
Radiologic Technology	Hillary Lolley	<a href="mailto:hillary.lolley@washburn.edu">hillary.lolley@washburn.edu</a>
Respiratory Therapy	Rusty Taylor	<a href="mailto:rusty.taylor@washburn.edu">rusty.taylor@washburn.edu</a>

2. After determining program admissibility, submit a completed [Washburn University International Application for Admission](#), and complete and submit all [requirements for university admission](#), as well as according to the specific Allied Health program.

3. Request that official transcript/s of courses and grades be sent to the Department of Allied Health, Washburn University, from all previously attended institutions. Transcripts from courses completed at universities in another country must be evaluated by a Washburn University-recognized evaluation service such as [Educational Credential Evaluators](#) (ECE) or [World Education Services](#) (WES). A course-by-course report is required, and the cost of this evaluation is paid by the student. Click here for [Transcript Requirements](#).

4. International students are required to demonstrate adequate English proficiency to be admitted into Allied Health programs. This English proficiency requirement can be satisfied by iBT TOEFL or IELTS test score submission:

- **iBT TOEFL minimum scores:** Writing 20, Speaking 20, Reading 19, Listening 20
- **IELTS minimum scores:** Writing 6.5, Speaking 6.5, Reading 6.5, Listening 6.5

Please be aware that an additional evaluation of English language proficiency may be required at the discretion of AH faculty for any student.

Washburn University also offers English as a Second Language courses through its Intensive English Program.

5. A specific Allied Health program may have additional requirements for the admission of the international student. These additional requirements must be fulfilled to be considered for admission to the specific program.



**Radiation Therapy Program  
2024 APPLICATION FORM**

**School of Applied Studies Department of Allied Health**

Complete in clear handwriting or electronically.

\_\_\_\_\_  
 First Name                      Middle                      Maiden                      Last                      Last 4 of SSN or Washburn ID#

\_\_\_\_\_  
 Present Address                      Legal Address (if different from present address)

\_\_\_\_\_  
 City                      State                      Zip                      City                      State                      Zip

\_\_\_\_\_  
**Send communications to:**     **Present Address**                       **Legal Address**

Telephone Number With Area Code \_\_\_\_\_

Email Address (if writing, please print clearly) \_\_\_\_\_

**College(s) Attended: \*Must list ALL institutions where college course work has been completed.**

**Please mark box on the right if transcript has been/will be sent electronically to [etranscripts@washburn.edu](mailto:etranscripts@washburn.edu)**

College Name	City/State	Hours completed OR Degree Earned/Will Be Earned	<input type="checkbox"/>
College Name	City/State	Hours completed OR Degree Earned/Will Be Earned	<input type="checkbox"/>
College Name	City/State	Hours completed OR Degree Earned/Will Be Earned	<input type="checkbox"/>
College Name	City/State	Hours completed OR Degree Earned/Will Be Earned	<input type="checkbox"/>

**Non-College Program(s) Attended (such as hospital based programs):**

\_\_\_\_\_  
 Name                      City/State                      Study Area                      Graduation Date

\_\_\_\_\_  
 Name                      City/State                      Study Area                      Graduation Date

**Complete the following information regarding your potential clinical site.** Listing your preferred clinical sites below does not guarantee clinical placement. *\*If interested in a facility that is not a current Washburn affiliate, please inform the site of your interest before listing them as your preferred first or second choice.*

1. \_\_\_\_\_  
**Preferred First Choice** of Potential Clinical Facility                      Street Address                      City/State                      Zip

\_\_\_\_\_  
 Contact Person at Facility                      Phone Number at Facility

2. \_\_\_\_\_  
**Preferred Second Choice** of Potential Clinical Facility                      Street Address                      City/State                      Zip

\_\_\_\_\_  
 Contact Person at Facility                      Phone Number at Facility

Are you reapplying to the program?     YES                       NO

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Washburn University**  
**Radiation Therapy Program**  
**SURVEY OF INTEREST**

The Survey of Interest is a scored element of the application review process. The review committee will assess both content and form. The document should be well written, respond to all questions, and reveal one's maturity, professionalism, motivation, qualifications, and academic record. Responses may be number or bulleted and should include the question followed by the response. Be sure to have another person proofread the final product before submission.

1. Why do you want to enter the profession of Radiation Therapy?
2. What school, work, or personal experiences have you had that will help you succeed in a career as a radiation therapist?
3. Identify college-level **math coursework** that has been completed. Example: MA116-College Algebra at Washburn University or MA104-Beginning Algebra at Metropolitan Community College. If the class is at a level lower than Intermediate College Algebra, the student must submit an official course description or syllabus for review by the radiation therapy admissions committee.
4. Identify which radiology course focused on **radiation physics** (physics of x-ray production and influences on image creation). Example: RADT1035 at Washburn University or RAD210 and RAD220 at Metropolitan Community College.
5. Identify which **oral communication course** has been completed. Examples include public speaking, speech, and human communication. Indicate the course number such as SPCH 100 at Columbus College, or COMM105 at Hamilton University. If a specific oral communication course has not been completed, but another course assessed oral communication learning outcomes, please submit a syllabus for the given course for review by the radiation therapy admissions committee.
6. Describe several possible challenges to learning online and describe the strategies you will employ to overcome such challenges.
7. What have you enjoyed the most and the least about your current or previous job? Please include the title of the position for the job you refer to in the response.
8. What have you enjoyed the most and the least about your educational experiences?
9. Identify three (3) specific or unique attributes that will help you succeed in the radiation therapy program.
10. Identify two (2) areas in which you could improve (weaknesses)?
11. Identify the **degree** you have earned or will earn prior to the start of the program. If not yet earned, please provide projected graduation date.
12. Is there anything in your academic record which needs explaining, i.e. withdrawals, poor grades, etc?
13. If applicable, present any additional information of which the Radiation Therapy Admission Committee should be aware.

**Washburn University**  
**Radiation Therapy Program**  
**Protocol for Students Who Do Not Waive**  
**Their Rights to Review Recommendation Letters/Forms**

Washburn University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which requires that students be advised of their rights concerning educational records, such as recommendation forms or letters of recommendation.

Students, who have selected "I Do Not Waive My Right," may request to review recommendation forms or letters of recommendation by:

1. Notifying the program director/coordinator in writing (letter or email) that he/she wishes to review letter(s) of recommendation or recommendation form(s). Such notification must take place during the fall or spring semesters. Departments will not respond to requests received during semester breaks or summer;
2. Giving the program director/coordinator up to five business days to respond;
3. Scheduling a face to face meeting or video conference (e.g. Skype, Zoom) with the program director/coordinator, faculty, or staff member;
4. During the meeting, the program director/coordinator, faculty, or staff member will allow no more than 10 minutes per letter of recommendation or recommendation form to be reviewed;
5. Students may take notes but may not make copies of letters/forms. Pictures and screenshots of letters/forms are also not allowed;
6. Request for review cannot occur during an active consideration or while applications are under consideration.

**Washburn University  
Radiation Therapy Program  
RECOMMENDATION FORM #1**

**APPLICANT:** Under the Federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances, letters written in confidence, in the long run, are of greater use in the assessment of a student's qualifications, abilities, and promise.

\_\_\_\_\_ I do waive my right to review the content of this form.

\_\_\_\_\_ I do not waive my right to review the content of this form.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

**TO THE RECOMMENDER:**

The person listed below is applying to the Washburn University Radiation Therapy Program. Please read and complete the following form as honestly as possible and submit prior to **February 1**.

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

How well do you know the candidate: \_\_\_\_\_ Very well \_\_\_\_\_ Fairly well \_\_\_\_\_ Slightly

How long have you known the candidate? \_\_\_\_\_

In what capacity? \_\_\_\_\_

**Indicate your rating of applicant with regard to the following factors by checking the appropriate rating.**

EVALUATION FACTORS	LOW 1	2	MEDIUM 3	4	HIGH 5
Motivation: genuineness & depth of commitment.					
Maturity: personal development, ability to cope with life situations.					
Ability to Perform Under Adverse Conditions: Performance under pressure, response to conflict.					
Interpersonal Relations: Ability to get along with others, rapport, cooperation, team building, attitudes toward supervision.					
Critical Thinking: Ability to problem solve; correlate and process information.					
Reliability: Dependability, sense of responsibility, promptness, conscientiousness.					
Communication Skills: clarity of expression, articulate in both spoken & written form.					
Self-Confidence: Assuredness, capacity to achieve with awareness of own strengths and weaknesses					
Personal Appearance: Neat, tidy, orderly, clean.					
Quality of Work: Accuracy, consistency, timeliness					

**Continue on back**

In the space provided, please discuss the characteristics of the applicant you feel will make him/her a competitive candidate for the Radiation Therapy Program.

**Positive Attributes:**

**Areas of Improvement:**

\_\_\_\_\_ I recommend this applicant with confidence.

\_\_\_\_\_ I recommend this applicant.

\_\_\_\_\_ I recommend this applicant with some reservations.

\_\_\_\_\_ I would not recommend this candidate for admission.

**RECOMMENDER:** Name \_\_\_\_\_ Date \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

***This form shall be returned to the candidate in a sealed envelope with the reference's signature across the flap. The candidate will mail this form, along with other application materials, to the radiation therapy program.***

**Washburn University**  
**Radiation Therapy Program**  
**RECOMMENDATION FORM #2**

**APPLICANT:** Under the Federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence in the long run are of greater use in the assessment of a student's qualifications, abilities, and promise.

\_\_\_\_\_ I do waive my right to review the content of this form.

\_\_\_\_\_ I do not waive my right to review the content of this form.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

**TO THE RECOMMENDER:**

The person listed below is applying to the Washburn University Radiation Therapy Program. Please read and complete the following form as honestly as possible and submit prior to **February 1**.

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

How well do you know the candidate: \_\_\_\_\_ Very well \_\_\_\_\_ Fairly well \_\_\_\_\_ Slightly

How long have you known the candidate? \_\_\_\_\_

In what capacity? \_\_\_\_\_

**Indicate your rating of applicant with regard to the following factors by checking the appropriate rating.**

EVALUATION FACTORS	LOW 1	2	MEDIUM 3	4	HIGH 5
Motivation: genuineness & depth of commitment.					
Maturity: personal development, ability to cope with life situations.					
Ability to Perform Under Adverse Conditions: Performance under pressure, response to conflict.					
Interpersonal Relations: Ability to get along with others, rapport, cooperation, team building, attitudes toward supervision.					
Critical Thinking: Ability to problem solve; correlate and process information.					
Reliability: Dependability, sense of responsibility, promptness, conscientiousness.					
Communication Skills: clarity of expression, articulate in both spoken & written form.					
Self-Confidence: Assuredness, capacity to achieve with awareness of own strengths and weaknesses					
Personal Appearance: Neat, tidy, orderly, clean.					
Quality of Work: Accuracy, consistency, timeliness					

**Continue on Back**

In the space provided, please discuss the characteristics of the applicant you feel will make him/her a competitive candidate for the Radiation Therapy Program.

**Positive Attributes:**

**Areas of Improvement:**

\_\_\_\_\_ I recommend this applicant with confidence.

\_\_\_\_\_ I recommend this applicant.

\_\_\_\_\_ I recommend this applicant with some reservations.

\_\_\_\_\_ I would not recommend this candidate for admission.

**RECOMMENDER:** Name \_\_\_\_\_ Date \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

***This form shall be returned to the candidate in a sealed envelope with the reference's signature across the flap. The candidate will mail this form, along with other application materials, to the radiation therapy program.***

**Washburn University**  
**Radiation Therapy Program**  
**OBSERVATION SUMMARY**

A requirement of the admissions process is a **minimum** four (4) hour morning observation. Contact the Radiation Therapy Clinical Coordinator to make arrangements for the observation or to discuss issues with scheduling: Clinical Coordinator – Sean Conrad (785.670.1448 or [sean.conrad@washburn.edu](mailto:sean.conrad@washburn.edu))

Students are expected to complete the observation experience at their preferred clinical education site. During the observation, students will be witnessing various treatment and simulation procedures. Strict confidentiality regarding each patient must be maintained. Your appearance should be professional. It is suggested that blouse/shirt, slacks and white lab coat be worn. Blue jeans and shorts are not allowed. Questions about appropriate attire may be directed to the observation site.

Upon completion of the observation, prepare a typed summary for submission with your application. The Observation Summary is a scored element of the application review process. The review committee will assess both content and form. The document should be well written, respond to all questions, exhibit knowledge about the field, demonstrate an understanding of the role of a radiation therapist, address the importance of ensuring accuracy of treatment and radiation safety/protection, and discuss how the field has changed in the past 10-15 years. Be sure to have another person proofread the final product prior to submission.

The observation summary should include:

1. Your name.
2. Facility at which the observation occurred.
3. Name, phone number and email address of facility contact.
4. The length of observation.
5. Treatments, simulations and other procedures observed.
6. Types of patients (diagnosis, male/female, adult/pediatric, inpatient/outpatient etc).
7. Describe at least 5 primary duties which therapists perform on a daily basis.
8. Discuss ways in which radiation therapists demonstrate professionalism to patients.
9. Explain how the therapy team ensures accurate delivery of radiation treatments.
10. Discuss the role of advanced technology in the field of radiation therapy; how is the field different compared to 10-15 years ago.
11. Explain how radiation safety is maintained for patients and radiation therapy staff & students.
12. After observing the duties and work environment of a radiation therapist, do you feel you have the physical capabilities to perform these tasks on a routine basis?

Please note that the Office of University Diversity and Inclusion is responsible for assisting in arranging accommodations and for identifying resources for persons with disabilities for didactic courses and/or clinical education. Qualified students with disabilities must register with the office to be eligible for services. The office **MUST** have appropriate documentation on file in order to provide services. If there is a need for accommodations for didactic courses or clinical education requests for accommodations should be submitted at least two months before services should begin; however, accommodations may be requested at any time during the program, please contact the Office of University Diversity and Inclusion at (785) 670-1629 or [diversity.inclusion@washburn.edu](mailto:diversity.inclusion@washburn.edu).

13. Explain your personal reaction to the observation experience.

**Washburn University  
Radiation Therapy Program  
OBSERVATION EVALUATION FORM**

Prospective radiation therapy students are required to spend a minimum of four (4) hours in a clinical setting observing the functions of the Radiation Therapy department. The supervising therapist during the observation should complete this form at the conclusion of the observation.

The feedback provided on this form is **extremely** important to the application review committee. Please provide direct feedback that truly reflects the student's performance during the observation experience. Once completed, this form should be sealed in an envelope with the supervising radiation therapist's signature across the flap and given back to the candidate to submit with the other application materials.

If you have any questions or concerns please contact Sean Conrad at 785.670.1448 or sean.conrad@washburn.edu

Student Name (Please Print): \_\_\_\_\_

Name of Oncology Center (Please Print): \_\_\_\_\_

Date of Observation: \_\_\_\_\_ Total Hours of Observation (Please Print): \_\_\_\_\_

Based on your observation of and communication with the prospective student, please rate the following:

<b>INITIATIVE</b>	<b>LOW</b>					<b>HIGH</b>
1. Took the initiative to observe all treatments & related activities possible.	1	2	3	4	5	

<b>PROFESSIONALISM</b>						
1. Was polite and courteous in interactions with others.	1	2	3	4	5	
2. Maintained appropriate decorum in the presence of patients.	1	2	3	4	5	

<b>COMMUNICATION</b>						
1. Articulated questions or comments in an understandable manner.	1	2	3	4	5	
2. Asked questions appropriate to the profession.	1	2	3	4	5	

<b>APPEARANCE</b>						
1. Dressed appropriately for the work environment.	1	2	3	4	5	
2. Displayed suitable hygiene.	1	2	3	4	5	

**COMMENTS:**

Name of RT(T) completing form. \_\_\_\_\_  
Please Print

Signature of RT(T) completing form. \_\_\_\_\_

Email of RT(T) completing form. \_\_\_\_\_  
Please Print

***This form shall be returned to the candidate in a sealed envelope with the supervising radiation therapist's signature across the flap. The candidate will mail this form, along with other application materials, to the radiation therapy program.***

**Washburn University**  
**Radiation Therapy Program**  
**ESSENTIAL FUNCTIONS FORM**

Please read the following statements identifying the Essential Functions and answer the question at the end of the form. A radiation therapist must have sufficient strength and motor coordination required for the performance of the essential functions of a workday.

**Mental/Concentration Demands: Candidates must be able to .....**

- Concentrate for extended periods of time.
- Focus on a task for an extended period of time.
- Learn and retain new information.
- Apply theoretical concepts underlying the clinical practice of radiation oncology.

**Manual Dexterity/Fine Motor: Candidates must be able to .....**

- Stand, walk, crouch, stoop, bend, balance, twist at neck and waist, and reach/grasp above shoulders, in front of body, to sides of body, and below knees.
- Push and pull objects in excess of forty (40) pounds routinely, accessory equipment, wheelchairs and stretchers.
- Lift 10-40 pounds unassisted to approximately six (6) feet from the floor and to a height of six (6) feet. Objects lifted include but are not limited to blocks, patients, film cassettes, patient films/charts, electron cones, accessory devices, and positioning aids.
- Be independently mobile within a building and between buildings.
- Show sufficient balance to protect and assist patient(s).
- Push wheelchairs and stretcher from waiting areas to treatment, simulation, and nursing rooms.
- Transport, reposition, move, and assist in moving a dependent patient from a stretcher or wheelchair onto a table.
- Demonstrate strength, agility, and flexibility to manipulate and position a patient.
- Have endurance and attention to engage in 8 hours of patient treatment each day, 5 days a week.
- Demonstrate fine motor coordination/dexterity to be able to grasp, handle, hold, cut, push, pull, and feel.
- Work in confined spaces such as assisting patients in a bathroom or working in an office with several people.
- Have full use of hands, wrists, shoulders, and work standing on feet 80% of the time.
- Perform CPR.
- Apply personal protective equipment.

**Visual & Hearing: Candidates must be able to .....**

- Assess the patient's condition by asking questions, listening to responses, observing condition and behavior.
- Read typewritten, handwritten, and computer information.
- Visually evaluation simulation and portal images.
- Visually monitor patient via TV camera/monitor.
- Distinguish colors and opacity.
- Depth perception in judging distances and spatial relationships.
- Distinguish sounds and voices over background noise.
- Hear patient communications over auditory monitoring system.
- Hear patient and coworker in a darkened treatment/simulation room.

**Communication Skills: Candidate must be able to.....**

- Audibly communicate with clarity in person to exchange accurate information on a one-to-one basis, in a small group, large classroom setting, or large group.
- Communicate effectively in written and spoken English.
- Detect, interpret, and appropriately respond to verbal and non-verbal communication, acoustically generated signals (call bells, monitors, phones, alarms).
- Use therapeutic communication: attending, clarifying, coaching, and facilitating, and using and responding to nonverbal communication.
- Communicate effectively, efficiently and appropriately with peers, faculty, supervisors, other professionals, patients, and their significant others.
- Demonstrate sufficient observational skills to collect data on patient performance, and assure patient safety during treatment activities.
- Gather, analyze and correctly interpret information.

**Exposures: Once accepted into the program, candidates may be exposed to....**

- Blood, body fluids, and infectious disease.
- Potentially hazardous magnetic fields, ionizing radiation, and radioactive materials.
- Electrical hazards.
- Moderate noise from mechanical equipment.
- Other hazardous materials, toxic substances, and irritating particles.

**Personal Traits: Candidates must be able to frequently.....**

- Work within clinical environments, which involve exposure to persons with physical & mental disabilities; and to pain, grief, death, stress, communicable diseases, blood and body fluids, toxic substances, noxious odors and irritating particles.
- Work with a diverse patient population including persons of various ages, ethnic, racial, religious, alternative lifestyle, and socioeconomic backgrounds without prejudice or repulsion.
- Conduct oneself in accordance with professional ethics.
- Exhibit teamwork skills and a spirit of cooperation and respect for peers, faculty, supervisors and other professionals, patients and their significant others.
- Work around others and alone.
- Modify behavior/performance in the classroom or the clinic after feedback from the instructor or clinical supervisor.
- Show problem-solving ability sufficient to organize and complete multiple tasks accurately and within assigned periods.
- Independently initiate routine job tasks.
- Respond independently, effectively and quickly to an emergency.
- Maintain poise and flexibility in stressful or changing conditions.
- Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions.
- Interpret instructions furnished in oral, written, diagrammatic or schedule form.
- Carry out detailed, simple to complex written or oral instructions.
- Comprehend medical records, documents, evaluations, manuals, journals, instructions in use and maintenance of equipment, safety rules, and procedures.

- Interact compassionately and effectively with the sick or injured.
- Function safely, effectively and calmly in stressful situations.
- Prioritize multiple tasks.
- Maintain personal hygiene consistent with tasks.

Are you able to perform all of the identified Essential Functions with or without reasonable accommodations? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If there is a need for accommodations for didactic courses or clinical education it is encouraged that a request be submitted before services should begin, although requests for accommodations may be made at any time while in the program. All requests shall be submitted to the Office of University Diversity and Inclusion at (785) 670-1629 or [diversity.inclusion@washburn.edu](mailto:diversity.inclusion@washburn.edu).

Applicant Name: (please print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Washburn University**  
**Radiation Therapy Program**  
**Application Packet Mailing Checklist**

Below is a list of what must be mailed into the radiation therapy program by the application deadline (February 1). Please send one packet with all elements organized in the order listed below. Note that applicants must also submit an online degree-seeking application to Washburn University; however, this is not something that is included in the mailed radiation therapy application packet.

- Radiation Therapy Application Form
  
- All transcripts must be sent to the admissions office AND the radiation therapy program. Electronic transcripts can be sent to [etranscripts@washburn.edu](mailto:etranscripts@washburn.edu). The radiation therapy program will only accept electronic transcripts if electronic submission has been indicated on page 17 of the application packet.
  
- Recommendation Form 1 contained in a sealed envelope with reference's signature across the back flap of the envelope.
  
- Recommendation Form 2 contained in a sealed envelope with reference's signature across the back flap of the envelope.
  
- Typed Survey of Interest
  
- Typed Observation Summary
  
- Observation Evaluation Form contained in a sealed envelope with supervising radiation therapist's signature across the back flap of the envelope.
  
- Signed Essential Functions Form