

INSTRUCTION PACKET

Please read this INSTRUCTION PACKET for all of your information concerning
Your responsibilities before your first day of class.

Enrollment in the School of Radiologic Technology is contingent upon passing a drug screen and an Arkansas State Police criminal background check. The Human Resource (HR) Department will contact you for your drug screen appointment and will conduct the criminal background check. The following is information you need to know regarding your visit to HR.

Drug Screen

You will be contacted by Human Resources for an appointment for your drug screen. HR will provide the name of the facility conducting the screening. Drug screens must be set up at least **30 days** prior to start date.

- You should not empty your bladder 2 hours prior to your appointment time – only drink 1 glass of liquid during that 2 hour period.
- Bring a photo ID such as a driver license.

Immunizations

It is highly recommended that you have the following shots before you start school:

- Tetanus within last 10 years
- Record of Hepatitis B shots

If you have not had these shots, you can get these through Employee Health at no cost after 90 days of being enrolled in class.

- Bring a copy of your shot record
- Bring copies of 2 MMRS

If you cannot provide this, a titer may be drawn at the time of the drug screen.

Please note: You will have a TB skin test done at the time of drug test.

If you have any questions regarding the drug screen test or background check, please contact the Human Resource Department at 552-3670.

If you have not been contacted by HR by **June 9th**, please call to schedule your drug screen at 552-3670.

If you have changed your phone number or address, please be sure to notify us immediately.

Uniforms

Allow 4-6 weeks for delivery.

Students are responsible for purchasing their own uniforms.

The vendor is:

Scrub Loft
7511 Warden Rd.
Sherwood, AR 72120
Phone: 501-833-0644

Uniform Requirements

ALL UNIFORMS ARE TO CONFORM TO THE SCHOOL COLORS - TEAL

Students are required to wear a complete uniform consisting of:

- Scrub shirt (teal) with school patch on the left sleeve. Student name and title must be embroidered on the left side of the shirt.
 - White lettering on teal scrub
 - First Name Last Name: Helvetica medium 3.25w x .40t
 - Student Radiographer: Helvetica bold 4.14w x .50t
- Pants (teal) cargo or unisex, no flare leg.
- White, Teal, Navy Blue, Black, Brown or Grey Shoes per CHI-SVI policy, must be clean.
- Visible pierced jewelry should be in the ear only.
- Jewelry and accessories are limited to earrings in two or less per ear.
- Any visible tattoos must be covered per CHI-SVI policy.
- White lab coat is optional but must have school patch, name and title embroidered on the left side.
 - Teal lettering on white jacket
 - First Name Last Name: Helvetica medium 3.25w x .40t
 - Student Radiographer: Helvetica bold 4.41wx .50t
 - Teal Scrub Dresses are allowed-white or flesh tone hoses shall be worn when wearing scrub dresses per CHI-SVI policy.

IT IS HIGHLY RECOMMENDED THAT YOU PURCHASE AT LEAST 3 SETS OF SCRUBS.

Uniform Patch

The required school patch is available in the school office. Cost is \$5.00 each. Each scrub shirt and lab coat **MUST** have a school patch sewn on upper left sleeve. Call to make arrangements to pick up (552-2989) or pick up on Registration Day.

Text books

Students are responsible for purchasing their own books.

Books may be purchased online but must be correct edition. Prior to purchase, Publisher's may offer book group packages, please verify with school before purchasing books separately.

Elsevier created two group book packages this year, one first year and one second year package. Unfortunately these packages can only be purchased through the Pulaski Technical College Bookstore or Textbook Brokers with the specific ISBN number for the book group. The book group packages provide a substantial savings as compared to purchasing the books separately.

The First year Junior Bundle for Rad Tech is
The second year Senior Bundle for Rad Tech is

See attached book list for individual books and ISBN's.

Books need to be purchased according to the schedule. However, DO NOT bring any books on the first day of class.

REMEMBER BOOKS MUST BE CORRECT EDITION!

Important addresses and contacts

Send all school correspondence to:

CHI School of Radiologic Technology
CHI St. Vincent Infirmary-April Weiss
2 St. Vincent Circle
Little Rock, AR 72205

University of Central Arkansas Contact:

Caitlin Pierce, Administrative Assistant
UCA Department of Health Sciences
UCA Box 516
Conway, AR 72035-0001
Conway: (501) 450-5507
cpierce@uca.edu

Pulaski Technical College

Dr. Jeanne Williams-Dean
PTC Department of Allied Health & Human Services
300 West Scenic Drive
North Little Rock, AR 72118
jewilliams@pulaskitech.edu
501-812-2342

Registration Day:

This year Registration day will be on May 17th, 2017 (Wednesday). You can also purchase school patches for your uniforms at this time. School staff will provide the handbook/catalog and answer any questions. We will review the drug screen and immunization policies.

First day of the Radiologic Technology Program and Hospital Orientation will be July 3rd. Attendance is mandatory. Your identification badge pictures are usually obtained on this day.

PTC

If you are a Pulaski Technical College student, please arrive by 9:00 am and a representative from financial aid will be on site to register and answer questions.

UCA & Independents

If you are an independent student or UCA student, please arrive at 11:00am. Staff will be available to answer any questions.