Please read this INSTRUCTION PACKET for all of the information concerning your responsibilities before the 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 that 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
- 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.
- Undershirt may be white or Teal per CHI 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 hose 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 faculty’s office (LaToya Haskin-Shaw). 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.
Clinical Record Keeping Fee
Trajecsys is a centralized clinical recordkeeping system for allied health education. The student will be responsible for payment of this reporting system in order to participate in the radiology program. This will be paid directly by the student to Trajecsys and will cost $150 for the 24 month program. If the student exceeds 24 months, it will be an additional cost of $50 which will be the responsibility of the student for participation in the radiology program. This will be covered on Registration Day, May 24, 2018.

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 will create a discounted book package and as soon as the ISBN package number is available, we will forward it to you. The book group packages provide a substantial savings as compared to purchasing the books separately. These packages can be purchased through the University of Arkansas Pulaski Technical College Bookstore or Textbook Brokers with the specific ISBN number for the book group.


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
Registration Day: May 24, 2018

This year Registration day will be on May 24th, 2018 (Thursday). 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.

PTC & Independents-May 24, 2018
If you are a University of Arkansas Pulaski Technical College student or independent student, please arrive by 11:00 am and a representative from financial aid will be on site to register and answer questions.

UCA - May 24, 2018
If you are a UCA student, please arrive at 1:00pm. Staff will be available to answer any questions.

Orientation-July 2, 2018
First day of the Radiologic Technology Program and Hospital Orientation will be July 2nd. CHI SVI hospital orientation is mandatory. Any student unable to attend orientation prior to entry into the program must defer for a year. If you are unable to attend CHI SVI Orientation, please contact the Program Director for deferment information.

Your identification badge pictures are usually obtained on CHI SVI hospital Orientation day. All new and returning students must attend the School of Radiologic Technology and CHI SVI Hospital Orientation. This orientation program is designed to provide students with information about the radiology program and hospital facility. You are expected to present in uniform. Welcome to the Radiology School Program.