VALENCIA COLLEGE

Congratulations! We are excited to have you as a member of the Valencia College **August 2019 Magnetic Resonance Imaging Program.** We are here to help you be successful in this new venture. The first step to help you be successful is to attend the mandatory orientation and complete the compliance requirements for this program. This document will provide you with the details regarding your mandatory orientation session and the compliance requirements that must be completed by the required deadlines. You will also find several documents that will assist you in completing the requirements.

Please check your Atlas e-mail regularly for information, as Atlas e-mail is the official form of communication between you and your Valencia faculty and fellow students.

To reserve your place in the **August 2019 Magnetic Resonance Imaging Program**, you must complete the following tasks listed below:

☐ **Attend Mandatory Program Orientation**

- **Date: Tuesday, July 16, 2019**
- **Formal Program Orientation: 11:00 a.m. – 1:00 p.m.**
- **Location: West Campus, Health Sciences Building – HSB-107**
- **Services/Vendors: 11:00 a.m. – 2:00p.m. in HSB 211/225/228**
- **Parking: Parking lots A, B, C (white lines only)**
- **Professional dress is required (no shorts, jeans, etc.)**

☐ **Immediately following your formal program orientation, the following services and vendors will be available from 11:00 a.m. to 2:00 p.m. in HSB 211, 225 and 228:**

➔ **Required:** FIT testing for your respirator mask will be provided during orientation in **HSB 228** beginning at 11:00 a.m.

- Please do NOT chew gum, drink or eat for at least 30 minutes prior to your FIT test. If you must have something to drink, you may have **ONLY WATER**
- Men should be clean shaven
- Men and women with long or braided hair must be prepared to tie back

➔ **Centra Care (HSB-211)** will be available for your convenience to provide many of the immunizations/titers that are required. Centra Care does provide a discounted rate for Valencia students – see the attached document labeled Centra Care for current vaccinations offered and pricing.

➔ **Bookstore (HSB-225):** Employees from the bookstore will be available for students to purchase name tags, nursing kits and other items that you may find useful. They will **NOT** be selling textbooks at the orientation.

☐ **Order your background check, fingerprinting, drug testing, and document manager (for your immunization records).** There is a **$188.00** fee that is payable at the time the order is placed. For a small processing fee, you are offered the opportunity to make this payment in three increments. This fee includes the cost of your background check, fingerprints, drug testing and the management of your documents. The fee **does not include** the costs of your immunizations, titers, and CPR course.

➔ **To get started go to the following website**
https://valenciacollege.edu/academics/departments/health-sciences/compliance.php,

➔ Locate and follow the **Instructions for Background Check, Drug Screening**. You must complete the background check, fingerprinting and drug testing through Castlebranch regardless of any other background check, fingerprinting or drug testing you have completed previously.

➔ Next, locate and open the **Immunization/ Document Manager.** This section will identify the requirements you must meet prior to the compliance deadline of November 22, 2019.

★ **You should begin this process immediately as it can take time to get all of the records and if there is anything that needs to be addressed it may take additional time. You CANNOT**

participate in any clinical activities (including lab) until your entire record is complete and clear – this includes fingerprints, drug testing, all immunications, and CPR.

The documents on the Orientation/Compliance link will assist you in meeting your requirements in preparation for the **mandatory orientation on July 16, 2019.** Please ensure you familiarize yourself with all of the information and attachments – they contain critical information that will assist you in meeting all of your compliance requirements.

We are excited to have you join the **Magnetic Resonance Imaging** Program. Please know that the Valencia faculty is looking forward to meeting you and helping you achieve success in your program. If you have any questions please do not hesitate to contact me at sgosnell@valenciacollege.edu.

Sincerely,

Susan Gosnell, ED.D., RT

Program Director for Radiologic & Imaging Sciences