

Highlands College of Montana Tech – Radiologic Technology – Job Shadow Experience

As a part of the application process for the radiologic technology program, candidates are required to schedule and complete job shadow hours with a registered radiologic technologist as they perform their daily duties in a radiology environment. The “job shadow synopsis” (back of this form) must be answered after the experience and submitted with the program application. Working in a radiology department qualifies only if the student is able to follow a registered radiographer for the required amount of hours. However, working in a radiology file room, transporting patients, assisting patients in waiting rooms, or following a physician/radiologist do not count as hours toward job shadowing. The student must be observing in a general radiography environment with a registered radiographer. Hours in a veterinary clinic do not count.

HOURS:

Requirements for the program application are a minimum of 8 hours, but shadowing up to 16 hours will earn full points toward the application. Any hours exceeding 16 will not earn more points.

At least 4 hours of the job shadow experience must be spent in a hospital environment; the rest may be earned outside a hospital if desired. All of the hours earned must be spent with a registered radiologic technologist (ARRT – Radiography). Hours must be complete before the program application deadline.

SCHEDULING:

Applicants are responsible for arranging and completing their job shadow experience. The job shadow experience can be scheduled at any facility in your area that is willing and able to accommodate you. Contact the Human Resources Department at the facility you want to visit, let them know you are planning to apply to the Radiologic Technology Program at Highlands College of Montana Tech and this is a requirement of your application. The HR department will then direct you to the appropriate contact person in the Radiology Department to make specific schedule arrangements. Be prepared to provide them any necessary information/paperwork requested before your experience to ensure you meet all facility requirements.

CONFIDENTIALITY:

Confidentiality is a major legal and ethical issue in any healthcare environment. You must not discuss or relate any patient names, histories, conditions, procedures performed, or the results of those procedures from your site visit. You will be required to sign a form agreeing to maintain confidentiality throughout your experience, and it is of utmost importance that you abide by this.

APPROPRIATE DRESS:

You must dress appropriately when observing in the radiology environment. You need to wear professional but comfortable attire, if you have medical scrubs they are appropriate but are not required.

Do not wear jeans, T-shirts/tank tops, flip-flops/sandals, low-riding pants, low cut tops, or baseball hats.

Do not wear perfume or cologne in the clinical environment. Do your best to cover tattoos and remove any visible piercings if possible. Wear clean, comfortable, closed-toed footwear.

APPROPRIATE BEHAVIOR:

As these types of visits require considerable time and effort for the staff involved, it is very important that you are respectful of the time they are giving you. This means that you show up at the agreed upon start time, and you stay for the entire scheduled time each day. Respectfully view as many general radiography exams as possible, and gain knowledge of the profession by asking thoughtful questions. Refrain from any cellphone use while in the clinical environment. Be courteous in all interactions with staff and patients alike. Remember you are a guest in a professional environment, and are a representative of Highlands College of Montana Tech while there. Radiation safety is of utmost importance in the Radiology Department, ensure that you follow the lead of the technologist you are following and abide by all department guidelines.

JOB SHADOW SYNOPSIS

After completion of job shadow hours, answer these questions - typed on a separate sheet of paper and submit answers along with this form in the program application packet.

1. What part of the site visit did you find most interesting? Why?
2. What did you notice about the interactions between the radiologic technologists and patients?
3. From your perspective (your interests, abilities, and goals) what are both the positive and the negative aspects of the job?
4. What is something you did not know about being a radiologic technologist before that you learned from your job shadow experience?

CONFIRMATION OF JOB SHADOW HOURS

THIS SECTION TO BE COMPLETED BY THE TECHNOLOGIST CONFIRMING HOURS OBSERVED

This is to verify that _____ has completed _____ hours
(student name) (number)

job shadowing a registered radiologic technologist (ARRT – Radiography) on

_____ at _____
(MM/DD/YYYY thru MM/DD/YYYY) facility name/location (please print)

Please print name and radiology credentials

Contact information: _____
(phone or email)

Signature of RT(R) verifying hours

Date

****A note to the technologist signing off on this experience: if you would like to share any confidential information about your time spent with the student, good or bad, please do not hesitate to reach out. I appreciate all feedback. Thank you for taking the time to participate in this process.**

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