

**TO: Radiography Program Applicants**

**RE: Job Shadow / Observations**

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All students applying for the Radiography program at Indiana University Kokomo must observe procedures in a radiology department prior to December 1 of the year before your anticipated entrance.

Please call your local radiology department to request an observation visit, please identify yourself as a radiography applicant for Indiana University Kokomo. Departments are generally open weekdays from 8 a.m. to 4 p.m. We would like you to visit two different types of facilities, two hospitals or one hospital and an outpatient facility, spending a total of at least 8 hours at a hospital. You will have a total of 16 hours of observation. We feel this will be a very important and beneficial experience for you.

\*It is recommended that you do observation as early in the semester as possible. This allows the coordinator and staff at the observation site more time to spend with you. Many observation sites have very strict regulations that may require TB test and HIPAA orientation. Please call early in the semester for best results.

Please complete the enclosed form and have it signed each time you visit the radiology department. Please send your form to Indiana University Kokomo when you have completed your visits.

Documentation: On the form that you complete and return to my office, list procedures you observed on the bottom of the form. Tally the number of patients you observed for that procedure; (*ex. – chest/10 patients*).

Dress Code: Dress clothes are required. This means no shorts, jeans, t-shirts, sleeveless dresses or blouses, or tennis shoes.

Written Assignment: Each applicant is required to write a 300-500 word essay covering topics listed in this observation objects on the next page. The written assignment is due at the same time as all other materials and application - on or before December 1 of the year prior to your anticipated entrance.

**OBJECTIVES:**

By the completion of the 16 hours of observational experience, the student will:

1. Become familiar with radiographic equipment and elementary terminology.
2. Be aware of the roles and job functions of the radiology personnel.
3. Have observed a variety of patient examinations and “healthcare” environments.
4. Have observed and assisted the RT(R) as much as allowed by the institution’s policy.

**Applicant Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Job Shadow Observation Verification**

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

Visitation Site: \_\_\_\_\_ Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Approximate total hours of observations: \_\_\_\_\_

Technologist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Procedures Observed**

Procedure	# Observed	Procedure	# Observed
Chest		Abdomen	
Upper extremities		Lower extremities	
Digital (DR)		Computed Radiography (CR)	
Thorax –Ribs		Geriatric study	
Thorax –Ribs thoracic Spine		Pediatric study	
Cervical Spine		Lumbar spine	
Pelvis		Hip	
Fluoroscopy, portable		special procedure	
Age related - geriatric study		Pediatric study	
CT, MRI, Ultrasound			
Nuclear Medicine			
Other -			