

**TO: Radiography Program Applicants**

**RE: Job Shadow / Observations**

---

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

We believe clinical observation is very important to your understanding the field of radiology. Applicants must complete a total of 16 observation hours. Observations may be done at hospitals or imaging centers; however, 8 hours **must** be hospital-based. Radiology departments are generally open weekdays from 8 a.m. to 4 p.m.

To complete your observation hours:

- Call your local radiology department to request an observation visit.
- Identify yourself as a radiology applicant for Indiana University Kokomo.
- Print this form and have it signed each time you visit the radiology department.

Upload the completed form with your application to the Indiana University Kokomo Radiography program. \*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 site 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 upload your form with your application to the Indiana University Kokomo Radiography program.

**Documentation:** You are asked to list procedures you observed on the bottom of the form. Tally the number of patients you observed for that procedure (*i.e.: chest/10 patients*).

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

**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: \_\_\_\_\_

Indiana University Kokomo Radiographic Sciences

**Job Shadow Observation Verification**

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

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

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

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

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

If you have questions/concerns regarding this individual's time at your facility, please contact:

[lis7@iuk.edu](mailto:lis7@iuk.edu).

**Procedures Observed**

| <b>Procedure</b>            | <b># Observed</b> | <b>Procedure</b>                               | <b># Observed</b> |
|-----------------------------|-------------------|--|-------------------|
| Chest                       |                   | Abdomen  |                   |
| Upper extremities           |                   | Lower extremities                              |                   |
| Digital (DR)                |                   | Computed Radiography (CR)                      |                   |
| Thorax: Ribs                |                   | Age Related: Geriatric study                   |                   |
| Cervical Spine              |                   | Age Related: Pediatric study                   |                   |
| Thoracic Spine              |                   | Lumbar spine                                   |                   |
| Pelvis                      |                   | Hip  |                   |
| Fluoroscopy: Upper/Lower GI |                   | Special Procedures: HSG, Myelogram, Arthrogram |                   |
| Mobile/Portable/Bedside     |                   | Computed Tomography (CT)                       |                   |
| MRI                         |                   | Ultrasound                                     |                   |
| Nuclear Medicine            |                   |  |                   |
| Other -                     |                   |  |                   |