

## OBSERVATION/JOB SHADOWING

Regional West Medical Center is concerned about protecting the confidentiality of patients while prospective applicants observe in the profession of radiologic technology.

Responsibility: Prospective students, Program Officials  
Standard: Human Resources

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Prospective applicants will comply with the observation / job shadowing policies of the facility where the observation will take place.

Those job shadowing must maintain patient confidentiality at all times. Patient names, patient procedures or results of procedures must not be revealed in any manner.

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Signature  
Stephanie Cannon, MSRS, RT(R)(ARRT)  
Program Director

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Signature  
Joshua Lively, MHA, BSRT(R), RT (R)(VI)(ARRT)  
Director of Imaging Services

References:  
Regional West Medical Center Imaging Services Department  
Policy 722.1.150: Job Shadowing in the Department.

Reviewed: 6/28/05, 1/4/07, 5/28/09, 6/9/11, 3/22/12, 3/28/13, 4/28/2014, 2/6/15, 2/19/16, 1/26/18,  
1/24/19,4/28/20, 9/30/21  
Revised: 5/01/03, 6/9/11, 3/22/12, 1/26/2017

## OBSERVATION FORMAT

Applicants may often have a misconception of the type of work that a Radiologic Technologist performs. The observation period introduces these responsibilities to the applicant. The student should complete the form and have the supervising technologist sign off at the end of the observation period before returning it to the Program Director.

In order to reduce disruption of patient care during the observation period, the applicant must follow certain rules:

1. The applicant or job shadower must notify the technologist if they are pregnant. To protect the fetus from unnecessary radiation, the technologist may need to modify the observation.
2. Presentable dress - To portray the professional attitude the Program desires to instill in its students, an applicant must comply with the following dress code for tour, observation or interviews:
  - No T-shirts or jeans shall be worn.
  - No clothing with logos or advertisement displayed shall be worn.
  - No sandals, flip-flops, or open-toed shoes
3. Patient confidentiality must be maintained at all times. Applicants may not discuss procedures or results encountered during the observation time away from the facility.
4. The applicant shall not participate in the examination. Radiographic procedures are accomplished in a specific way. Any disruption of this routine may affect the outcome of the examination.
5. The applicant must follow the instructions of the supervising technologists. Technologists are responsible for the safety of applicants as well as patients.
6. The applicant must follow general safety procedures regarding x-rays:
  - Applicants must step behind the lead barrier of the radiographic room during radiation exposure with the exception of fluoroscopy or portables.
  - When portable procedures are observed, the applicant must wear lead protective apparel and stand as far from the patient and x-ray tube as possible.

- When fluoroscopy procedures are observed, applicants must wear lead protective apparel.
7. The applicant must observe and note the general responsibilities and interactions of the radiologic technologist with the patients. The applicant, after the observation, must answer the questions listed on the Observation Form. The responses shall be typewritten on a separate page. The completed Observation Form is returned to the Program Director's office. These completed questions are used in the student selection process, therefore, accurate and complete answers are of significance in the application process. Handwritten submissions will not be accepted.

**OBSERVATION FORM**

To the Technologist:

Applicants to Regional West Medical Center School of Radiologic Technology are required to observe at least four hours in a radiology department. Please complete the information below to acknowledge that the applicant has met these requirements.

\_\_\_\_\_ Observed \_\_\_\_\_ hours in our  
Applicant's name

Radiology Department on \_\_\_\_\_  
Date

\_\_\_\_\_  
Technologist Signature

\_\_\_\_\_  
Technologist Print

\_\_\_\_\_  
Name Title

Did the applicant dress appropriately for the observation? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Institution

**Questions to be completed by the applicant.** Use an additional sheet of paper to answer these questions. Handwritten answers will not be accepted.

1. List the general responsibilities of the radiologic technologist.
2. What interactions does a technologist have with the patient?
3. What are the responsibilities of the technologist in caring for patients?
4. Describe the reasons why mathematics and sciences are important prerequisites for a technologist. Identify situations during the observation period that reinforces your reasoning.
5. List the exams that were observed. Give a brief explanation of each.

**Your answers to these questions will be used as part of the selection process for the Program. This form must be submitted no later than February 20th.**

RETURN TO THE PROGRAM DIRECTOR'S OFFICE UPON COMPLETION

PROGRAM DIRECTOR  
REGIONAL WEST MEDICAL CENTER  
SCHOOL OF RADIOLOGIC TECHNOLOGY  
4021 AVE B  
SCOTTSBLUFF NE 69361