

RADIOLOGIC TECHNOLOGY GUIDELINES FOR HOSPITAL/CLINIC OBSERVATION

Hospital/clinic observation is strongly encouraged by the NMC Radiologic Technology Program for admission. This is your opportunity to weigh your interest in the field and to learn more about the Radiologic Technology profession. Radiographers (RTs) who are providing you the opportunity for this experience will need to verify your participation in writing by signing an observation form. Four hours are recommended as a minimum observation time. It is **YOUR** responsibility to arrange this observation. You may observe more than one facility or complete more than 4 hours.

- 1) Call ahead to the hospital/clinic of your choice to arrange an appointment for your observation. Explain your interest in a career in the field and your intention to apply to a Radiography program.
- 2) Expect that it may be one to two weeks before the observation time can be scheduled. Be prepared to only be able to observe one to two hours at hospitals/clinics due to a busy schedule or privacy issues.
- 3) Dress professionally. Ask if there is a dress code for the particular hospital/clinic you are observing. Even though you are not a part of the program at this time, you will still be viewed as a representative of Nebraska Methodist College. Hospitals/clinical sites do have the right to send you home if they feel you are dressed inappropriately. If there is not a specific dress code, please consider:
 - No jeans, low rise pants or low cut/midriff tops
 - Wear low heeled, closed toe non-slip shoes and dress pants
 - Shirts should be neat and tucked in
 - No perfume (potential allergies)
 - Cosmetics and jewelry in moderation
- 4) Notify the hospital/clinic if you will be **late** or **absent**. Be sure to speak directly with the program personnel or leave a message with the hospital/clinic front desk. Reschedule as soon as possible. Avoid canceling at the last minute.
- 5) Be ready to ask questions. However, if the radiographer (RT) is involved in a procedure, you may be advised to hold questions until the exam is completed.
- 6) Follow any policies or directions given by hospital/clinic personnel without question. You may be asked to leave a procedure if necessary for patient privacy. Wait in a designated area and ask questions at a later time. The patient is always the RT's first responsibility.
- 7) Be familiar with HIPAA policies and observe patient confidentiality at all times. Most hospitals/clinics will request that you sign a confidentiality form. This must be done to complete your hours.
- 8) When observing, be sure to keep interactions related to the scope of Radiologic Technology. If you become involved in a situation that is uncomfortable for you, seek supervision immediately.

Observation Opportunities with Methodist Health System

Diagnostic Radiology – Methodist Hospital 8303 Dodge Street	Diagnostic Radiology Methodist Physician's Clinic 8901 West Dodge Road
Sheri Holub 354-2329	Jeanine Halstead 354-8976

RADIOLOGIC TECHNOLOGY OBSERVATION TIME SHEET

4 Hours are recommended as a minimum observation time.

Student Name: _____

Total Hours: _____

Location: _____

Contact Number: _____

Date	Time In	Time Out	Signature

Location: _____

Contact Number: _____

Date	Time In	Time Out	Signature

Location: _____

Contact Number: _____

Date	Time In	Time Out	Signature

Location: _____

Contact Number: _____

Date	Time In	Time Out	Signature