

2023 Radiologic Technology Program – City College at MSUB Site

Visit Scheduling Procedure for St. Vincent Healthcare and Billings Clinic

Scheduling

You can schedule a site visit at one of the two Billings hospitals or a hospital in your area. Site visits normally last four (4) hours and are usually scheduled in the mornings when there are more examinations to observe. You will be "job shadowing" a radiologic technologist. As these visits require considerable time and effort of the hospital staff, schedule a site visit with only one of the two Billings hospitals or another hospital in your area. *If you do not live in the Billings area, you may conduct your site visit at a radiology department at a hospital in your area.* Also be sure that you leave a number that a message can be left on (voicemails are setup and not full), otherwise your ability to secure a site visit can be impacted. After your site visit, be sure to have the radiologic technologist sign your [Site Visit Signature Form](#) (located on the rad tech website). It is recommended that you do your site visit at a larger hospital as you will have a more complete understanding of the radiology profession. If you are re-applying to the program, you should plan to make another site visit and you should discuss this issue with the program director.

You must schedule an appointment for your site visit with a hospital radiology department. You must dress appropriately for the visit. Be sure you read the appropriate dress statement at the bottom of this page. You must answer the questions listed on the Site Visit Form, which is located on the last page of the Radiologic Technology Program application, and include those answers with your submitted application. If you have already visited a hospital radiology department within the last year, and you want to use that experience to meet this requirement, you need to have the technologist that supervised your visit sign the Site Visit Form and include the form with your application. You must still answer the questions listed on the Site Visit Form and submit those answers with your application.

BILLINGS CLINIC Site Visit: To schedule a site visit at Billings Clinic (hospital), please contact Kate Hagenbuch in the Billings Clinic Human Resources. You can reach out to Kate directly through her email at khagenbuch3@billingsclinic.org. Please allow her adequate time to respond before sending a followup email. Kate will assist with the job shadow application process. This is the only way you should be reaching out to setup a visit. Billings Clinic requires that you bring a copy of your MMR inoculations with you for your site visit. Most colleges require MMR Inoculations to attend classes and they usually have your proof of MMR on file. If you are a registered or recent student at MSUB, you can get a copy of your MMR inoculations at Student Health Services at Petro Hall on the MSU Billings university campus. You must also bring your driver's license or a picture ID that includes your signature. Site visits can be scheduled at the Billings Clinic Monday through Friday.

ST VINCENT HEALTHCARE Site Visit: To schedule a site visit at St. Vincent Healthcare, please call Karlee May at St. Vincent Healthcare Radiology Department at (406) 237-4385 to schedule a time and date for your site visit. If she is not available when you call, leave a phone message and she will contact you. Please make sure your voicemail is setup and able to receive messages. This is the only way you should be reaching out to setup a visit. Karlee will schedule site visits, Monday through Friday. You must be sure to bring your driver's license or a picture ID that includes your signature to your site visit.

Appropriate Dress for Hospital Site Visits

You must dress professionally as you will be observing in areas of the hospital where patient and patient families can see you. You need to wear slacks, dress shirts and or blouse type apparel. You cannot wear jeans, perfume, T-shirts, open toed shoes, low-riding pants or low cut tops. The hospitals, and especially many patients, do not want to see tattoos, nose rings, belly rings or cleavage so please keep covered. Wear comfortable footwear as you will be shadowing a radiologic technologist during your visit and you will be on your feet most of the time. If you have any questions about appropriate dress, be sure to ask the lead technologist when you schedule your site visit.

Confidentiality

Confidentiality is a major legal and ethical issue in any medical situation and you must not discuss or relate any patient names, histories, conditions, procedures performed, or the results of those procedures from your site visit.