



2026 Diagnostic Medical Sonography Program (DMS), City College at MSUB

Site Visit Scheduling Procedure form

Scheduling: Schedule a site visit at a hospital in your area. Site visits need to be at least eight (8) hours and can be conducted in a single day or over two four (4) hour days. You will be "job shadowing" a diagnostic medical sonographer. As these visits require considerable time and effort from the hospital staff, schedule a site visit with only one of the hospitals in your area. It is recommended that you do your site visit at a larger hospital as you will have a more complete understanding of the profession. Also be sure that you leave a number that a message can be left on (voicemails are set up and not full), otherwise your ability to secure a site visit may be impacted. **Please read the appropriate dress statement at the bottom of this page.**

When contacting the hospital, please begin with their Human Resources department and ask for their clinical education specialist. Explain that you need to perform a "job shadow" for a single day as part of your application to the program. Be clear that you are **NOT** inquiring about a clinical experience.

At your site visit, be sure to have the sonographer sign your Site Visit Signature Form (located on the DMS website). 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. 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. ***Following your site visit, answer the questions listed on the Site Visit Form, which is located on the Diagnostic Medical Sonography Program website, and include those answers with your submitted application.***

- **Intermountain Health (St. Vincent) Radiologic Department Site Visit:** If you are in the Billings area and wish to schedule a site visit at St. Vincent Healthcare, please email Tiki Kominsky at Intermountain Health Radiology Department at Tiki.Kominsky@imail.org to schedule a time and date for your site visit. Please allow her adequate time to respond before sending a follow-up email and make sure your voicemail is set up and able to receive messages. This is the only way you should be reaching out to schedule a visit. Tiki 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 patients 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 sonographer 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.