How To Complete a Radiology Job Shadow

Contents

General Information

The Radiologic Technology program is Selective Admissions, which means admission into the program is on a competitive basis and does have program-specific entrance requirements. A point system is used to rank applicants and determine who is accepted into the program. Candidates who complete a job shadow in the Radiography department at one of the participating hospitals (see below) earn points.

For detailed information on the application process, admission requirements, and point system, check out the Radiologic Technology Advising Guide (https://internal.lcc.edu/hhs/advising_guides/).

Participating Hospitals for Job Shadow

Follow the instructions below to setup a job shadow at one of the participating hospitals. Observations must be 4-8 hours to be eligible for points.

Sparrow:
Go to Sparrow Hospital’s webpage (https://careers.sparrow.org/). Scroll to the bottom of the page and click on “Job Shadowing.” Then click on “Job Shadow Application for Adults.” Fill out the information and be sure to indicate you wish to job shadow at SPARROW HOSPITAL. In the career interest box, please indicate that you wish to job shadow in the Radiology Department.
Sparrow Hospital requires that all job shadow applicants go through an orientation through a site called ACEMAPP before the job shadow can be scheduled. To be able to complete the online orientation, all requested information must be entered and necessary documentation must be submitted. This process can take up to 2 months so plan accordingly to meet the deadlines for the Radiologic Technology program; check out the Advising Guide (https://internal.lcc.edu/hhs/advising_guides/) for details.

**McLaren Greater Lansing:**
To setup a job shadow at McLaren Greater Lansing, send an email to Chad Larsen at chad.laws.on@mclaren.org. State in your email that you are interested in the Radiologic Technology Program at Lansing Community College. Please also provide your date of birth, email address, and a good phone number for contact. Your information will be sent to the Human Resources department, who will then send you a packet with instructions and requirements. Please plan accordingly to meet the deadlines for the Radiologic Technology program; check out the Advising Guide (https://internal.lcc.edu/hhs/advising_guides/) for details.

**St. Joseph Mercy Livingston:**
To setup a job shadow at St. Joseph Mercy Livingston call the Radiology Department at 517-545-6246 and ask for Shannon Brown. If she does not answer, please leave a message stating that you are interested in the Radiologic Program at Lansing Community College and would like to job shadow. If you have a couple of specific dates that will work for you, leave that information as well. Job shadows are Monday-Friday from 8 am-12 pm. Do allow time for Ms. Brown to return your call and to complete any required documentation. Please plan accordingly to meet the deadlines for the Radiologic Technology program; check out the Advising Guide (https://internal.lcc.edu/hhs/advising_guides/) for details.

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**What To Do After Completion of the Job Shadow**

Upon completion of a job shadow, applicants must email the program Director Katrina Steinsultz at steinsuk@star.lcc.edu and include the following information:

- Student name
- Date and time the job shadow occurred
- Name of hospital you attended
- Name of the Radiographer you observed

The program Director will then contact the facility to complete an evaluation of the applicant. Points will be awarded based on that evaluation. The following section includes a breakdown of how candidates will be scored. Observation must be completed within 2-years of the application deadline to be eligible for points.

Applicants can also earn points for completing an essay. For details, check out the Advising Guide (https://internal.lcc.edu/hhs/advising_guides/).
# Evaluation Criteria

Applicants will be evaluated by the Radiographer shadowed on the following criteria:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>DESCRIPTION</th>
<th>MAX. SCORE</th>
<th>APPLICANT SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeliness</td>
<td>Arrived on time, remained for the entirety of the job shadow. Did not re-schedule more than once.</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Professional dress attire</td>
<td>Adheres to dress code policy. Applicants must wear business casual. This includes button-down, collared, or polo shirts, slacks, socks or hosiery, and closed-toe shoes. Clothing must be appropriate, clean, odor-free, and void of wrinkles or stains. Appearance must be neat, clean, and safe for a hospital environment. No artificial nails are allowed. No denim, Capri pants, or cropped pants.</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Engagement</td>
<td>Actively observes procedures, asks appropriate questions. Limits time on distractions, such as cell phones.</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Communication skills</td>
<td>Ability to speak clearly with appropriate tone and volume. Utilize good listening skills and respond appropriately when spoken to. Ability to follow instructions. Demonstrate a friendly, respectful attitude towards patients and staff.</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**YOUR TOTAL POINTS:**