

## ULTRASOUND JOB SHADOW FORM

**Job shadowing is not required and is an optional component of the application process.** To receive the additional 2 points, a prospective student must have observed in an ultrasound imaging department a minimum of eight hours. Shadowing a sonographer gives the prospective student a better understanding of the sonography profession and what will be required of him/her in the clinical rotation during school and after completion of the program.

*To the facility accommodating the prospective student: MNTC DMS program would like to offer sincere gratitude for allowing a prospective student to shadow at your facility. We appreciate any comments or feedback.*

**APPLICANTS NAME:** \_\_\_\_\_

**SITE(S):** \_\_\_\_\_

**DATE(S) OF SHADOW EXPERIENCE:** \_\_\_\_\_

**NUMBER OF HOURS:** \_\_\_\_\_

**EXAMS OBSERVED:**

**SUPERVISING SONOGRAPHER (PLEASE PRINT):** \_\_\_\_\_

**SUPERVISING SONOGRAPHER SIGNATURE:** \_\_\_\_\_

**CONTACT INFORMATION FOR SUPERVISING SONOGRAPHER:** \_\_\_\_\_

**Note:** Submit this completed and signed form with your application to the MNTC Health Administration Office, Franklin Road Campus H201.

## ULTRASOUND JOB SHADOW GUIDELINES & INSTRUCTIONS

- If **applicable** a completed Ultrasound Job Shadow Form must be included before the application deadline.
- **It is the applicant's responsibility to arrange the ultrasound job shadow.**
- Make your arrangements to conduct your job shadow experience early. If you wait until the last minute, prior to the application deadline, there is no guarantee that a site can accommodate your request.
- If you are unable to keep the appointment, please let the site know and reschedule.
- The Ultrasound Job Shadow form must be filled out by the student and signed by the supervising sonographer.
- You may split up your Ultrasound Job Shadow between a clinic and hospital setting. (For a total of 8 hours minimum)
- Falsification or inability to verify this Ultrasound Job Shadow Form will result in disqualification of the application.
- All time submitted must have been completed within **3 years** of the application deadline.

When observing a Sonography department, it is extremely important to dress and act appropriately. A professional, clean appearance is necessary as you will be observing patients. Please follow the guidelines below:

- Business casual or neat and pressed scrubs are usually appropriate. Please ask the facility for the dress code in advance.
- Jeans, shorts, sleeveless shirts are not appropriate attire.
- Flat, closed toe shoes. No sandals or heels.
- Hair neat and clean.
- Please do not bring family members or friends with you for the job shadow experience.
- No gum chewing allowed at any time.
- Do not wear perfumes, colognes, or heavily scented lotions.
- Ultrasound Job Shadow Form – REQUIRED 8 hours (minimum) total for points awarded