Policy for Clinical Observers

Definition of Observer
A clinical observer is defined as KU non-radiology residents, visiting residents, visiting medical students and observers. In general, no observer shall exceed 160 hours of radiology observation (one academic month, 20 days, 8 hours per day) for the duration of his/her residency or fellowship training period. No more than one “guest” clinical observer, in addition to regular students and residents, will be scheduled in each subspecialty area at a time. Section heads may approve up to one additional observer in extenuating circumstances with consent of the Program Director or Director of Radiology. No observer will be routinely scheduled for the months of June, July, August and December. The nature of the educational opportunity is observational and is not formal hands-on “training” in Radiology.

Procedure for Submitting Requests

1. All requests must be submitted at least 6 months prior to the rotation requested dates.
2. All requests must be submitted in writing using the provided Department of Radiology Clinical Observer Request Form.
3. The request form requires the signature of the clinical observer and the chair/program director of the observer’s department.
4. The form must be submitted to the Radiology Program Coordinator, who will verify the information and review the request with regard to the existing scheduled trainees/observers in the Department for the requested time period.
5. The Program Coordinator will submit the request to the Program Director/Director of Radiology and the appropriate Section Head for the area(s) requested for written approval.
6. The Program Coordinator will send a letter of approval to the observer’s department along with appropriate paperwork required by Graduate Medical Education.
7. At the completion of the observation, the designated Section Head will provide the evaluation for the clinical observer.

Requests for opportunities at the University of Kansas will be granted to applicants in the following priority:

- University of Kansas non-radiology residents currently enrolled in a residency program
- University of Kansas medical students interested in Radiology
- Non-university of Kansas medical students interested in Radiology
- Non-university of Kansas residents currently enrolled in a residency program
- Observers

No individual faculty member should accept a request without the committee’s approval and review of the applicant’s required paperwork.
Department of Radiology Clinical Observer Request Form

Please type or print legibly and return to Ashley Thurston at athurston@kumc.edu or 913-945-5062.

Name of Observer: ________________________________________________________________

Observer’s Department/Institution: ________________________________________________

Observer Email/Phone: ____________________________________________________________

Requested Dates of Observation: __________________________________________________

Requested Area(s) of Observation within Radiology:

Final Approved Observation Arrangements [to be completed by Radiology Department]:

_________________________________________ Date
Observer Department Program Director/
Chairman Signature

_________________________________________ Date
Radiology Program Director/
Director of Radiology Signature