

UPATED: December 14, 2020

## Instructions for Radiology Electives/Observerships

Welcome to the Department of Radiology at Queen's University.

Please contact the radiology staff you have been assigned to at the email address provided to you by Tammy Kearney ([Tammy.Kearney@kingstonhsc.ca](mailto:Tammy.Kearney@kingstonhsc.ca)) **PRIOR** to your scheduled elective/observership.

Given the current policies on learners within the hospital, the assigned radiologist will confirm with you whether you will meet virtually through Microsoft TEAMS or in person within the radiology department.

As a department we are moving towards **preferentially using virtual electives** whenever possible to maximize social distancing and minimizing unnecessary exposure of learners to the department and vice versa.

If a virtual meeting is preferred by the radiologist be prepared with the following:

1. A laptop or desktop computer with adequate internet connectivity and Microsoft Teams access through your school email
2. A location to conduct the virtual meeting where **you can ensure confidentiality**. Any images on your screen and audio must remain confidential to maintain patient privacy, as with any elective/observership encounter. Images or audio cannot be recorded in any form.

In addition to your one on one learning experience, also keep in mind the following online learning resources from our department website: <https://radiology.queensu.ca/academics/lectures>

At the end of your experience please take 5 minutes to fill out this short evaluation form from a hospital connected computer at your earliest convenience (form only accessible from within the hospital network).

<https://forms.office.com/Pages/ResponsePage.aspx?id=O8se1rE41UKCxO-yg4uSXB592bO3jLFDvuvFVhpcypZUQUxJVlhCTzY4OFVITkc5QThSWjiDN1NLVC4u>