

General guidelines for an international shadowing program in imaging infrastructure facility management

Job shadowing in imaging infrastructure facility management is a program where an imaging facility hosts a person coming from an international partner imaging facility to share with him/her experience and knowledge on a certain type of work related to the facility itself. This is accomplished by providing the guest with an experienced local worker who accompanies him/her while performing the job.

This allows facilities to establish or strengthen collaboration and to learn from each other, how to improve their efficiency in various aspects of their work functionality. This is of course very important for newly implemented facilities, but also the most established and experienced ones may receive advantage from the exchange of best practices among the facilities staff.

The job shadowing can cover one or more of the following aspects related to management of imaging facilities:

- Aspects related to user access and open access provision (access modalities and procedures, offered services, management of ethical issues, practical issues, user access costs etc)
- Quality management and quality control (instruments maintenance and upgrades, costs, quality assessment)
- Software tools (development and/or usage of tools for image processing and analysis)
- Image data analysis, storage and management (general procedures, users' data storage and management)
- Facility general organization and management
- Latest technologies (hands-on training will be possible)

Although the shadowing activities are mainly aimed at exchanging best practises in management of imaging facilities, reciprocal exchange of information about research projects ongoing at the involved facilities may also take place to favour international scientific collaboration. This is at the host/guest discretion.

The general procedure to organize international shadowing sessions is as follows:

- 1) Imaging facilities interested in the program as hosts are identified by an on-line registration form;
- 2) A list of available hosting facilities, including details of what they plan to offer during the shadowing (number of accepted persons, types of shadowing, length of shadowing periods etc.) is published and kept up-to-date;
- 2) Periodical open calls for shadowing are published: imaging facility staff members interested in visiting one of the available hosting facilities apply to the call by filling in an on-line form,

where they are asked to indicate some personal professional information and what kind of expectations they have for the upcoming shadowing;

- 3) Received applications are evaluated and scored by a panel of international external technical experts on the basis of the compliance between the position and CV of the candidate to the requested type of shadowing. The number of admitted people exchanges can vary depending on the hosts availability and on the travel funding opportunities: applicants are admitted to the program according to the score they have obtained from the reviewers. The excluded applicants (if any) may be contacted at a later time if resources become available.
- 4) Selected guest candidates are supported by the shadowing program coordinator in contacting the preferred/suitable hosting facilities: the host and the visitor agree about all the practical issues related to the visit;
- 5) The visit takes place at agreed time period;
- 6) Both the host and the visitor give their feedback on the shadowing after the visit is completed by filling-in on-line feedback forms which will be made available to all the involved parties (host, guest, organizer).

Some points must be respected both by the host and by the visitor.

The guest should:

- Provide the host with an outline of what they are expecting from the shadowing prior to the shadowing taking place;
- Provide information of the background and expertise of the visiting staff so that shadowing can be structured in most productive manner. As a preliminary step, a short introduction of the guest to the hosting facility staff is encouraged to facilitate communication and exchange during the visit;
- Maintain confidentiality at all times during and after the visit; preliminary confidentiality agreements may be signed at the beginning of the job shadowing period (at host discretion).

The host should:

- Agree with the guest about the type of job shadowing that will take place and related modalities (timetables, access to laboratories/instruments etc.) prior to the visit;
- Assist the visitor in travel and lodging arrangements, if needed;
- Provide the visitors with information on the host facility at their arrival (infrastructure description, local rules, safety issues etc.);

Any other practical arrangement is at the host/guest discretion.