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Owner Rachel Wabeke:
Program Manager
Policy Area Education
Applicability WA - Kadlec
Regional Medical Center

Job Shadow Experiences, 1411.00

Student Observers (Job Shadow), 1411.00

Scope: This policy applies to Kadlec Regional Medical Center (KRMC) and Kadlec Medical Group (KMG); This is a management level policy.

Purpose:

The purpose of this policy is to drive consistency by establishing a framework for observing and learning opportunities for those individuals interested in a health care career.

To provide observational experiences for high school students, college students, licensed professionals, and others considered on an individual basis.

For clinical (hands-on) experiences, see:

Policy #1408.00 Student Clinical Experience

Policy #1419.00 Clinical Experiences for Licensed Professionals

Definitions:

Student Observer – A job shadow/observation participant allowed to **follow** and **observe** a medical professional as they carry out their routine job responsibilities.

Provider – Medical Doctor, Doctor of Osteopathy, Physician Assistant or Nurse Practitioner

Preceptor/Sponsor – Department designee to whom the participant/observer has been assigned to for the duration of the shadow/observation.

Job Shadow – An observation experience to be used for career exploration and is short in duration.

Observation Experience – An observation experience that is longer in duration and is used for in-depth

learning of a specific career.

Policy:

KRMC will maintain standard practices for onboarding student observers to facilitate a good learning opportunity.

Requirements:

- A. All student observers must be at least **16 years of age**. Specific age limitations (must be a minimum of 18 years of age) will apply within specialized units including the Operating Room. If under 18 years of age, parental consent is required.
- B. Job shadow or observation experiences will be limited in duration:
 - 2-4 hours (maximum 8 hours per academic year) for high school or career exploration
 - 8-10 hours for student observers needing hours for program completion or application to a healthcare program
 - 40 hours/one week for student observers needing provider shadow hours to apply to medical school (provider sign-off form is required)
- C. All student observer experiences must be **pre-approved** by the Department Director, Provider, or designee from the area in which the observation is to occur. Opportunities may be limited based on staffing or availability.
 - Education Services will function as the facilitator for arranging job shadow and observation experience requests.
 - Required paperwork must be completed and submitted to Education Services prior to being sent for approval.
 1. Response time for this process may vary depending on the department's availability and program demands.
- D. Student observers must meet immunization requirements as outlined below:
 - All student observers:
 1. Flu vaccines will be required if job shadow or observation experience is requested during current flu season. Flu season is typically October 1st - March 31st, although dates may vary slightly based on flu season trends. KRMC will determine applicable dates.
 - All student observers whose job shadow or observation experience will take place in the operating room:
 1. Required Vaccinations:
 - a. Measles, Mumps, and Rubella (MMR) - Documentation of two MMR vaccines and/or positive titer
 - b. Varicella (Chickenpox) - Documentation of two varicella vaccines and/or positive titer
 - c. Tetanus, Diphtheria, and Pertussis (Tdap) - Documentation of

vaccinations

- d. Current Tuberculosis status (either by 2-step PPD skin test, or IGRA blood test). TB questionnaire must be completed and reviewed with student observer's healthcare provider.
 - e. Hepatitis B (Hep B) - Documentation of Hep B vaccinations (series of two or three, based on state vaccination requirements) and/or positive titer.
 - f. COVID vaccine(s): will be determined by current hospital caregiver health policy at the time of job shadow or observation experience.
- E. Student observer must pass a Washington State Patrol (WSP) background check. If the student observer is a licensed professional, a provider credentialing search will be used to verify license.

Procedure:

- A. Education Services will function as the facilitator for arranging Job Shadow and observation experience request.
- B. Student Observers will be directed to the job shadow web portal to complete orientation requirements.
 - 1. [Job Shadow Experiences | Kadlec | Providence](#)
- C. The following orientation requirements must be completed and returned to Education Services for review prior to approval of the job shadow or observation experience.
 - 1. Job Shadow Application (includes Confidentiality Agreement and WATCH Disclosure Statement)
 - 2. Immunization Requirements (see Requirements section D)
 - 3. Copy of driver's license or state-issued ID
 - 4. Copy of health insurance card (when possible)
 - 5. Orientation Requirements Checklist
- D. Once orientation requirements have been reviewed and approved, Education Services will contact the appropriate director or designee.
 - 1. Nursing and Allied Health requests: Education Services will coordinate with the department director or designee for placement on the unit or department. Individual requests will be considered but are not guaranteed.
 - 2. Provider Observation Experience requests: Education Services will coordinate with the clinic or department director/designee and the Provider to determine availability. Once the observation experience is approved, student observer will coordinate with Provider and Education Services to determine dates of observation experience.

*Special considerations for Job Shadow and Observation experiences in the Operating Room:

- A. Minimum of 18 years of age

B. Affiliated with a KRMC educational program or school in which there is a clinical contract

Or

Provide supporting documentation stating that OR shadowing is suggested in order to graduate from or gain entry to an academic program

- A. Experience must also be approved by the OR Director or designee
- B. Student observer must meet employee immunization requirements (as listed above in "Requirements, Section D")
- C. Student capacity for the room must not be exceeded
- D. Student observer must first complete an OR orientation before observing in the perioperative setting.
- A. The student observer must park their vehicle in areas designated by KRMC.
- B. The student observer must check in with the Education Coordinator or designee prior to beginning the job shadow or observation experience.
- C. The student observer will be provided a temporary name badge which must be worn at all times while participating in the job shadow or observation experience. Student observer will return the name badge to Education Services or designee at the conclusion of the job shadow or observation experience. The student observer will have no badge access through secure doors.
- D. The Department Director or designee will be responsible for providing department introductions and orientation to the student observer.
- E. All job shadows and observation experiences will be **observation only**. The patient must give verbal consent to have the participant in attendance.
 - 1. Consent should be sought without the student observer present, so the patient is given every opportunity to decline.
- F. Student observers may not be left alone at any time in a patient care setting or with a patient. Student observers will be accompanied by their preceptor at all times.
- G. KRMC reserves the right to conclude observer experience at any time with or without cause.

Limitations:

- A. The student observer may not enter any Isolation Precaution room.
- B. The student observer is not allowed in a room with a relative or close friend.
- C. The student observer is not allowed in a room with an inmate from a correctional facility including but not limited to, Washington State Penitentiary.
- D. The student observer is not permitted to make entries in a patient's medical record.
- E. The student observer may not shadow a first-degree relative

Approval Signatures

Step Description	Approver	Date
Approver	Kirk Harper: Chief Nursing Officer	02/2026
Approver	Megan Wiles: Manager Nursing	02/2026
Reviewer	Anne Eerkes: Manager Surgical Services RN	02/2026
Supervisor	Megan Wiles: Manager Nursing	02/2026

Applicability

WA - Kadlec Regional Medical Center

Standards

No standards are associated with this document