



Current Status: Active

PolicyStat ID: 6763546



Implementation: 06/2013
Effective: 08/2019
Last Reviewed: 08/2019
Last Revised: 08/2019
Next Review: 08/2022
Owner: Wendy Turner: Mgr Volunteer Svcs
Policy Area: Volunteer Services
References:
Applicability: WA - Providence Regional MC Everett
 WA - NWR Providence Medical Group

Job Shadows Student Observations

SCOPE:

College and students enrolled in a clinical program, PRMCE and PMG staff, and community members, who are at least a high school senior and are interested in observing Providence Regional Medical Center and Providence Medical Group employees and members of the medical staff.

PURPOSE:

Participants will learn about a job role through observation and interactions with staff. Direct patient care is prohibited for any shadow or student observation.

DEFINITIONS:

Job Shadow/Student Observation - an individual who is temporary, non-paid and who may be affiliated with a school in which case, there is usually no Clinical Education Agreement. A job shadow is for observation only and has no direct responsibilities. The duration of a job shadow/student observation is very limited, ranging from 1 to 8 hours every 6 months.

The only exception is for clinical students who are placed here for an extended observation as a requirement for their clinical program. This observation may range from 1 hour to 40 hours. However, the clinical student will be required to follow the procedures outlined below.

International medical graduates are required/encouraged to observe US medical practice as part of their process towards a US residency and licensure. To support this, we allow extended observation experiences, solely within PMG clinics, following the completion of procedures outlined in this policy.

POLICY:

Volunteer Services assists PRMCE/PMG by maintaining guidelines for job shadows/student observations by providing them with expectations and the required paperwork to complete prior to their observation.

- Anyone, including PRMCE/PMG staff who is interested in a job shadow/student observation will contact Volunteer Services to complete the appropriate Job Shadow Authorization Form and Application.
- Job shadows/observations are restricted to general patient care units with exception to clinical students

and Manager/Director approval. The completed Job Shadow Authorization Form must be emailed, mailed or faxed to staff in Volunteer Services prior to paperwork being sent to the observer. Additional requirements for Surgery Observations - review *Visitors in Surgical Services policy for more information*.

- International medical graduates are required/encouraged to observe U.S. medical practice as part of their process towards a U.S. residency and licensure. To support this, we allow extended observation experiences, solely within PMG clinics, following the completion of procedures outlined in this policy.
- It is the responsibility of the person requesting a job shadow to identify the employee or medical staff as their sponsor.
- A sponsor must be someone who is **not** related to the person requesting the job shadow.
- Those requesting a job shadow but do not have a staff sponsor may be offered a general tour of the hospital or a Surgical Services tour.

PROCEDURE:

1. Job shadow/student observation, application and compliance:

- a. Participants will contact Volunteer Services to request the job shadow. Once it is established that they have a sponsor they will receive the Job Shadow Authorization Form within 3 business days of their request.
- b. The Job Shadow Authorization form will guide them through the first step in the job shadow process. It will include information about the requirements, including expectations, immunization history, signatures from the sponsoring staff member and his/her manager or director approving the shadow.
- c. Participants will mail, email, or deliver in person the completed Job Shadow Authorization Form to Volunteer Services.
- d. Within 3 business days of Volunteer Services receiving the completed authorization an application will be emailed to the participant. The application includes a confidentiality statement, and WSP disclosure form to run a background check. Volunteer Services will have to receive the completed application and run the background check prior to the participants shadow with the PRMCE employee.
- e. All applications will be processed by Volunteer Services on Wednesdays. Participants and staff will be notified of approval by end of the business day on Wednesdays. Any applications received after 10 am on Wednesday will be processed the following week
- f. Upon approval and the participant's completion of the required documents, participants will meet with Volunteer Services staff to get their temporary badge.

2. Observer Responsibilities:

- a. Complete all required documentation.
- b. Contact Volunteer Services to schedule an appointment to receive a temporary badge.
- c. Wear appropriate business casual attire including closed toed shoes, (ie, slacks, dress shirt).
- d. Jeans are not considered business casual attire.

3. Staff Responsibilities:

- a. Follow the procedures outlined above
- b. Ensure job shadow/student observers are accompanied by their sponsor (employee or medical staff) at all times with the exception of appropriate personal breaks.

References

[Visitors in Surgical Services](#)

Lucidoc_Number: 42635

Attachments:

Approval Signatures

Approver	Date
Kim Williams: Chief Exec Nwwa Serv Area	08/2019
Barry Stueve: Dir Mission Integration	08/2019

Applicability

WA - NWR Providence Medical Group, WA - Providence Regional MC Everett

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