

## Job Shadow Program Guidelines

**PURPOSE:** The job shadow program provides opportunities for individuals to observe in the health care setting for the purpose of career exploration and inspiring future health care professionals. Clinical education opportunities or experiences (i.e. externships, contractual internships, elective programs, clinical rotations, visiting physicians, etc.) are not included in this program.

### DEFINITIONS:

**MLH** - Methodist Le Bonheur Healthcare

**Shadower** – An individual who is 18 years of age and not currently enrolled in/graduated from a medical program. Shadowers are considered campus visitors and are not able to work independently, participate in clinical activities or have any hands-on contact with patients.

**Supervisor** – MLH associate taking responsibility for the shadower and ensuring compliance throughout the observation; including, but not limited to:

- Reviewing HIPAA and statement of confidentiality at beginning of first shift
- Coordinating their schedule with department leader
- Ensuring the shadower always has an escort (except for in spaces accessible to the public: lobby, bathroom, cafeteria, etc.)
- Ensuring the shadower does not participate in patient care activities or enter isolation rooms/areas

**Leader** – MLH manager level leader, or above, who provides direct oversight and management for staffing and shadowers in their specific area.

**Hosting Department** – MLH area, clinic, unit or department where the supervisor and leader primarily work.

**Job Shadow Packet** – includes the Job Shadow Schedule Form, HIPAA and Statement of Confidentiality Form and vaccination records.

### PROCESS:

- The shadower will identify a host supervisor within their area of interest.
  - Observation opportunities are contingent on the parameters established by the hosting department.
  - A limited number of shadowing opportunities may be offered to help limit the number of observers on campus at any given time.
- **One Day Shadowing:** An expedited process is offered for individuals who are observing for one day (within a calendar year), not exceeding 8 hours.
  - Complete the One Day Shadowing form and send to the identified supervisor.
  - The identified supervisor/their leader will complete the “Supervisor” section, including leader signature.
  - Include shadowing day and time.
  - The completed form should be emailed to [lbvolunteers@lebonheur.org](mailto:lbvolunteers@lebonheur.org) a minimum of 2 weeks in advance of proposed shadowing date.
- **Multi-Day Shadowing:** A more detailed process that allows individuals to shadow multiple days (up to 10 days/80 hours). This process requires more paperwork and time to process, so be sure to plan ahead.
  - Complete the Job Shadow Packet and send to the identified supervisor.
    - Required documents are:
      - Job Shadow Schedule Form
      - HIPAA and Statement of Confidentiality Form
      - Medical Screening Form and proof of vaccinations listed on the form
  - The identified supervisor/their leader will complete the “Supervisor” section.
  - Includes the planned shadow dates and times (maximum of 10 shifts, 80 hours).
  - The completed Job Shadow Packet and Proof of Vaccinations should be emailed to [lbvolunteers@lebonheur.org](mailto:lbvolunteers@lebonheur.org).
  - Due to the medical screening information being review by MLH Associate Health, please allow a minimum of 3 weeks for processing.
  - Incomplete applications may delay the ability to process applications in a timely manner.
- The Volunteer & Family Support team will process the paperwork for verification of documentation, with a clearance email being sent to the shadower and supervisor.

**ADDITIONAL INFORMATION:**

- The hosting department is responsible for owning their job shadow schedules, maintaining a copy of the Job Shadow Packet, and communicating logistics (i.e. dress code, parking, etc.) with the shadower.
- All hospital based shadowers will check in at the main hospital Welcome Desk to receive a visitor badge each day of their shift.
- Shadowers not based at the downtown campus will work with their hosting department to determine the appropriate way to identify them as a visitor. Job Shadowers will not be eligible to receive a Le Bonheur ID badge.
- Job shadow observations should not exceed 10 observation shifts/80 hours per calendar year.
- This program exists to promote professional growth and inquiry; therefore, all shadowers are expected to complete the application process and communicate with the appropriate parties independently.