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Owner: Brenda Porco-Smith: Clinic Mid Levels
Policy Area: Education
References:

Job Shadow Experiences, 1411.00

PURPOSE:

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*

KRMC-sponsored employee candidate job shadows are arranged and managed through Human Resources.

POLICY:

1. Must be a minimum of 16 years of age. Specific age limitations will apply within specialized units. If under 18 years of age, parental consent is required.
2. If the job shadow participant is a licensed provider, a provider credentialing search will be used to verify license.
3. All Job Shadow experiences will be **observation only**. The patient must give verbal consent to have an observer in attendance.
4. Job Shadow experiences are for a maximum of 8 hours per academic year.
5. All requests for Job Shadow experiences must be submitted in writing to Academic Services and approved by the appropriate department/practice manager.
6. Each unit or department will have no more than one job shadow student at a time.
7. Job Shadow participants may not shadow a first-degree relative.
8. For observation in the **OPERATING ROOM**:
 - Minimum of 18 years of age.
 - Affiliated with a KRMC educational program or school in which there is a clinical contract.
 - Experience must be approved by the OR team.
 - Participant must meet employee immunization requirements.
 - Student capacity for the room must not be exceeded.
 - Complete an OR Orientation.

- KRMC employees will be considered on an individual basis.
- Physicians for recruitment will be considered on an individual basis.

PROCEDURE:

1. The job shadow participant will obtain application from the Kadlec Student/Guest Portal listed under Job Shadow Experiences. <http://www.kadlec.org/student-portal/job-shadow-experiences>
2. The job shadow participant will submit completed application to Academic Services.
3. Academic Services will communicate the request with the appropriate, respective department(s) for placement approval.
4. Participant, preceptor, and practice manager will be notified once date and time have been approved.
5. Approved applications will be sent to and retained by Volunteer Services.
6. Academic Services will provide the participant with a brief orientation to include house-wide safety information to be carried with them during their job shadow experience including hand hygiene and basic overhead calls and responses.
7. Academic Services will provide the participant with a temporary name badge to be worn for the duration of the job shadow experience. The participant will have no badge access through secure doors.

Attachments:

No Attachments

Approval Signatures

Approver	Date
Chase Walters: Director, Education	09/2017
Loris Cook: Manager, Operating Room Unit	09/2017
Brenda Porco-Smith: Clinic Mid Levels	09/2017

