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Owner Michael Hood
Policy Area Education
Applicability WA - Kadlec
Regional Medical Center

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, and the experience will be more than observation only, coordination with medical staff services may be necessary for a provider credentialing search 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. Length of job shadow experience is dependant on departmental approval.
5. All requests for Job Shadow experiences must be submitted in writing to Academic Services and approved by the appropriate department/practice manager.
6. Job Shadow participants may not shadow a first-degree relative.
7. 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. <https://www.kadlec.org/employees/resources/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. 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.
6. 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.

Approval Signatures

Step Description	Approver	Date
Approver	Christina Mackey: Dir Nursing Svcs	05/2022
Reviewer	Anne Eerkes: Mgr Operating Room Unit	05/2022
Supervisor	Michael Hood: Supv Education/Student Svcs	05/2022