



Effective: 07/2014  
 Approved: 02/2016  
 Last Revised: 02/2016  
 Expiration: 02/2017  
 Author: Michelle Hammond: Health and Compliance Director  
 Policy Area: Human Resources  
 References:

## Job Shadow/Observation Program

The purpose of the Job Shadow/Observation Program at Huron Medical Center (HMC) is to observe the day to day workings of healthcare workers, with a goal of gaining exposure to a medical environment to enhance future career paths and the knowledge base that the different occupations require.

The program will offer a four hour (to be completed in one-day) education and shadowing experience to qualified individuals interested in learning about a specific area in health care. Program participants will have the opportunity to experience the workplace setting as well as the duties performed by the health care worker they are shadowing; however, they will not be permitted to take part in hands-on patient care.

### Program Goals

The goals of the program at HMC will be to assist participants to accomplish the following:

- Observe the daily routines of health care workers
- Begin to identify career interests in health care
- Gain awareness of the academic, technical and service standards required in health care professions

### Who is eligible to participate?

- High school students age 16 and above (parent or guardian signature required for all applicants 18 years of age and under)
- College students
- Individuals exploring a second career

### Program Requirements

- Completion of application including health screening questionnaire
- Signed Confidentiality Agreement.
- Parent/Guardian consent for minors

### Job Shadow Participant Dress Code

Participants will be required to wear a job shadow badge for identification. As part of the Job Shadow Program, professional business appearance is important. Clothing should be neat and clean business casual dress (no jeans or scrubs). Participants are to wear comfortable closed-toe shoes (No sandals or flip flops). Facial piercing, other than ears, is prohibited.

### Rules of Conduct for Participants

Approved individuals must be under the supervision of their HMC mentor and must follow instructions at all times. A HMC student identification badge must be worn at all times and individuals may not be left unattended at any time.

Participants will be expected to behave in a courteous and respectful manner. If at any time during the shadow experience they are not acting in a courteous manner, they may be asked to leave. During your job shadowing experience, you will not need a purse, cell phone, pager or backpack. Please lock these items in your car trunk. Do not bring large amounts of cash, books, journals, etc. Cell phone use is NOT permitted during the job shadow experience. HMC will not be liable for any theft or damage to personal property.

### **Application Process**

The application process will consist of the following:

1. Complete and submit the *Authorization for Job Shadowing/Observation Application (Parent/guardian signature required for all applicants under the age of 18.)*, *signed Confidentiality Agreement*, and a valid picture ID (i.e. driver's license, government ID) to Human Resources.
2. Human Resources will verify the application is complete and contact Directors in areas of interest for availability of mentors during time frame specified in application.
3. Upon approval of the application and a mentor, the applicant will be notified via e-mail by Human Resources with reporting instructions, date, and time of shadow/observation experience. Note-While attempts will be made to schedule based on applicant availability the final scheduling is based on availability of the mentor.
4. The applicant will notify Human Resources, via email, of acceptance of the shadow/observation experience.
5. The day of the shadowing/observation experience the applicant will report to the assigned mentor. The mentor will verify the applicants picture ID, issue a name badge, and have applicant sign-in. Upon completion of the experience, the applicant will turn in name badge, complete program evaluation, and sign-out.

### **Participating Departments**

Departments are recommended for shadowing experiences based on interest and current and anticipated recruitment needs. Participants may choose up to two shadowing/observation experiences per calendar year.

## **Attachments:**

-  [203.206 Job Shadow-Observation Approval Form.pdf](#)
-  [230.205 Job Shadow-Observation Application.pdf](#)
-  [230.207 Job Shadow-Observation Sign In-Out & Eval Form.pdf](#)

	<b>Approver</b>	<b>Date</b>
	Nancy Bouck: Director of Human Resources	07/2014
	Nancy Bouck: Director of Human Resources	07/2014
	Jeff Longbrake: President and CEO	07/2014
	Nancy Bouck: Director of Human Resources	07/2014
	Nancy Bouck: Director of Human Resources	07/2014
	Jeff Longbrake: President and CEO	08/2014
	Nancy Bouck: Director of Human Resources	12/2015
	Nancy Bouck: Director of Human Resources	12/2015
	Jeff Longbrake: President and CEO	02/2016

COPY