

Status **Active** PolicyStat ID **13786903**



Origination 07/2002
Last Approved 07/2023
Effective 07/2023
Last Revised 07/2023
Next Review 07/2026

Owner Michael Hood:
Supervisor
Clinical
Education
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 opportunities at Kadlec are limited, based on staffing or availability and any circumstances concerning safety of Kadlec patients or Washington State mandate.
4. In order to participate in a Job Shadow experience at Kadlec, requesters must be at least a Junior or Senior in High School, or post high school graduate and meet at least one of the following criteria:
 - be able to show / provide the Education Team with supporting documents stating that

- shadowing is suggested in order to graduate from or gain entry to an academic program,
- requester is a current Kadlec Caregiver,
- requester is a local / current Clinical Community Partner seeking Observation only training from Kadlec Staff.

5. All Job Shadow requests must be received by the Education Team a minimum of 2-weeks before your requested shadow start date.

6. All Job Shadow experiences are strictly limited to the department / clinic that approved the request. Should a Job Shadow experience take a learner outside of their approved area, the Kadlec Education Team must receive written approval from the department / clinic / unit you wish to enter. Failure by Kadlec Caregiver or Job Shadow Learner to adhere to this guideline, can result in immediate termination of the Job Shadow Experience.

7. All Job Shadow experiences will be OBSERVATION ONLY. The patient must give verbal consent to have an observer in attendance.

8. Length of job shadow experience is dependent on the requested departments approval.

9. All requests for Job Shadow experiences must be submitted in writing to Academic Services and approved by the appropriate department/practice manager.

10. Job Shadow participants may not shadow a first-degree relative.

11. All Kadlec Job Shadow participants must sign and submit a Confidentiality agreement with their Job Shadow application.

A. For observation in the OPERATING ROOM:

1. Minimum of 18 years of age.
2. Affiliated with a KRMC educational program or school in which there is a clinical contract.
3. Experience must be approved by the OR team.
4. Participant must meet employee immunization requirements.
5. Student capacity for the room must not be exceeded.
6. Complete an OR Orientation.
7. KRMC employees will be considered on an individual basis.
8. 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.

Once the job shadow has been approved, the Education team will connect the learner and department

representative who approved the shadow via email in order to facilitate an agreed upon schedule between all parties. The department representative will let the learner know where and when they would like to meet on the first day of the shadow experience.

4. Academic Services will provide the participant with an orientation email to include house-wide safety information (The Insider), Code of Conduct, HIPPA, Tobacco Free Campus Policy, Standards of Excellence, Parking Policy, Dress Code / Personal Appearance and much more.

5. The Kadlec Department representative receiving the job shadow learner will be responsible to 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	Kirk Harper: Chief Operating Officer	07/2023
Approver	Christina Mackey: Director Nursing	07/2023
Reviewer	Anne Eerkes: Manager Surgical Services RN	06/2023
Supervisor	Michael Hood: Supervisor Clinical Education	06/2023

Applicability

WA - Kadlec Regional Medical Center

Standards

No standards are associated with this document