



POLICIES AND PROCEDURES

Policy Manual:	Policy #:
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Authorization/Date	Authorization/Date

POLICY

Scotland Health Care System (SHCS) is committed to providing educational opportunities to the communities we serve and to members of the health care profession through a Job Shadowing Program. All Job Shadowing must be arranged through the Organizational Development Department.

- A “job shadow” student or visitor is a person who is interested in observing the health care environment for a period of 40 hours or less. Individuals who will observe for a period greater than 40 hours must arrange with Organizational Development to contract for a formal educational program and are required to have an Education Affiliation Agreement (which can be obtained through Organizational Development or Human Resources), and complete the requisite requirements, including all immunizations per agreement.
- Shadow students/visitors include, but are not limited to, middle and high school students, community college students and other community and professional observers, but do not include students participating in a contracted program of study with SHCS. A TB Screening Questionnaire is required.
- Shadow students/visitors may not perform functions which are otherwise performed by employees or registered volunteers, or engage in patient care in any way. Shadow students/visitors may only observe.
- Each shadow student/visitor must have an assigned associate/escort at SHCS.

PURPOSE

The purpose of this policy is to address the privacy and security requirements for Job Shadowing students/visitors and other special visitors, and to enable SHCS to ensure patient confidentiality rights are respected, patient safety is optimized, and SHCS policies and procedures are followed.

PROCEDURE

Shadow experiences are coordinated through the Organizational Development Department. The Shadow student/visitor must complete the following requirements for each shadow experience:

- All shadow students/visitors must register with the Organizational Development Department either online at <http://www.scotlandhealth.org> or in person.
- Each shadow student/visitor will be required to complete the online application which is located on the website referenced above. The student/visitor is responsible for ensuring the Non-Employee Orientation packet is completed prior to starting the shadow experience. This packet can be obtained from Organizational Development at 910-291-7316 or downloaded from the website.
- The Organizational Development department will require each shadow student/visitor to sign a Confidentiality Statement and if under 18 will require a consent form signed by parent/guardian.
- Shadow Participants must provide a TB Screening Questionnaire to Organizational Development. Shaders may obtain the TB Screening Questionnaire from Organizational Development at 910-291-7316 or downloaded from the website.
- Applicants may fax answer sheets, authorization forms for those under 18, and TB Screening Questionnaire to the Organizational Development Department at 910-291-7948.
- Applications must be submitted 10 business days before the shadow experience in order to qualify.
- Each Shadow request must be approved by department director/manager. SHCS reserves the right to deny any request.
- Certain areas allow limited access to shadowers under age 16. Student observers in Surgical Services must be at least 18 years of age.
- Parental Consent form and Confidentiality Form must be signed by applicant and parent/guardian if under 18 years of age.