

Healthcare Professional Job Shadowing

Benefits

- Preview an array of professions of your interest.
- Explore a variety of career settings: hospital, rehabilitation center, private clinic, school, etc.
- Shadow experience is expected by all professional programs and required by some.
- Personal and professional career exposure and development (40 hours minimum is recommended).

Options

- Short term shadowing (1-8 hours)
- Long term shadowing (9-40 hours or more)
- CHI Health Good Samaritan
- Other healthcare settings
- Receive college credit

ETIQUETTE

Appearance

- Be neat, clean and tidy looking.
- Dress professionally.
- Dress pants, professional shirt and comfortable walking shoes are recommended.
- Wear socks. Wear tights or pantyhose if wearing a skirt.
- Hair must be neat, clean, and well groomed. Long hair must be tied back.
- Jewelry must be professional and kept to a minimum. No pierced jewelry, except earrings, may be shown.
- Fingernails should be clean and neatly trimmed.

Do Not Wear:

- Excessively tight, revealing or baggy clothes
- Jeans, shorts, t-shirts, sweatshirts or sweatpants
- Bare midriffs, strapless or spaghetti strap tops or tank tops
- Open toe or open back shoes
- Excessive make up
- Cologne, perfume or scented lotions
- Gum chewing is not permitted. An occasional breath mint is acceptable.
- No cell phones.

Conduct

- Out of courtesy, arrive at the facility 5 minutes early. This practice will help avoid a late arrival and help you maintain a responsible image.
- If you have a change in your schedule or are ill, contact the person you are shadowing to let him/her know you need to reschedule.
- Arrive prepared! (research the facility, note taking materials, etc.)
- Be sure to eat something and drink water prior to shadowing to avoid fainting.
- Act courteously and respectfully at all times!
- If given a task, try to follow it exactly. If it is unclear, ask for the directions again.
- Display active listening skills and a positive attitude.
- Send your shadow mentor a hand-written thank you note

Confidentiality

- You may be required to sign a HIPAA confidentiality agreement.
- During your experience you may be exposed to a patient's private feelings, actions, and records. Everything you see and hear should be kept confidential both inside and outside the hospital or health care setting.

Positive Assertiveness

In order to make this an effective learning experience, you will want to show visible interest and excitement in your shadowing opportunity. Demonstrate confidence in your abilities, as well as enthusiasm and commitment to health care. Ask the suggested questions on the next page.

DOCUMENTATION

Suggested Questions

- What is your job title?
- What are your main tasks on a typical day?
- What are your most important activities?
- What problems or challenges are there in this type of work?
- What are the benefits of doing this kind of work? (Pay, fringes, advancements)
- What kind of training or education qualified you for your job?
- What entry-level jobs are there in this field?
- What special skills are needed in your work?
- What advice would you give someone trying to enter this field?
- What do you like best about your job?
- What do you like least about your job?
- What is an entry-level salary for this job?
- What is the highest salary for this job?
- Describe other benefits provided by this company: Insurance, leave, educational opportunities, vacation, other
- What do you remember most about being an undergrad?
- How did you get from college to where you are now in your career?
- What one piece of advice would you give me if I wanted to pursue this career?
- **Ask the provider for a business card for future reference and networking.**

Reflect

- What type of work did you observe during your Job Shadow?
- Describe your Job Shadow site
- What did you like best about your Job Shadow experience?
- What did you like least about your Job Shadow experience?
- What surprised you most about the experience?
- What do you think was the most important thing you learned from the experience?

Document Your Experience

- The Personal Job Shadow Log is for your own personal use. Many professional school applications will ask for details about your shadowing experience. By the time you fill out applications, it is often difficult to remember all the particular information necessary. Use this form to record your experiences for your own records.
- There are some programs that require shadowing and ask for verification. The Shadowing Experience Documentation Form is for those of you who may need to have the signature of the professional you shadowed for these types of programs. Actually, since you may not be certain about where you are applying, it is a good idea to have the experience documented to prevent having to go back to the professional later. If you are shadowing the same person on numerous occasions, the form does have several lines for recording dates and times.

Where to Job Shadow...

- You can shadow virtually anywhere.
- Make arrangements with any professional in your interest area.
- Contact the professional, let them know you are a UNK student, and request time to shadow.
- Explain whether you are interested in short term or long term shadowing.
- Go to the following web address to find the list of job shadow contacts:

www.unk.edu/healthsciences - Click on "Job Shadowing Information"

Job Shadowing for College Credit (HSCI 125 Classes: Orientation to...)

- Specific HSCI 125 sections exist for different professions. Each is worth 1 credit hour.
- In order to register for the course, a permit must be obtained from the Shadowing Coordinator.
- The course can be repeated for additional credit during a different semester.
- For students who would like to shadow a variety of professions for 35-40 hours and receive credit, a more general section of HSCI 125 is available titled "Orientation to Health Sciences".
- The shadowing experience can be done anywhere for credit (it does not need to be done in Kearney).
- It is recommended to shadow a variety of settings and different professionals.
- To receive credit, you must keep a detailed journal while shadowing in Canvas.
- You and each healthcare professional you shadow must fill out evaluation forms.
- The journal must be completed on Canvas and the evaluations must be turned in for grading at the end of the semester or summer. The course requirements must be completed the Friday before Finals Week.

How to Receive Credit:

- **If planning to shadow for credit, you must register for the course prior to beginning the shadowing hours.**
- Visit with the Health Science Shadowing Coordinator to get a permit to add the course.
- All course materials are available via Canvas.
- Register for the credit hour during fall, spring or summer. Please double check when you register to ensure that you appropriately registered for the correct course during the correct term.