



## **Berkeley & Jefferson Medical Center**

### **Job Shadowing Program**

The Job Shadowing Program is an unpaid career exploration opportunity where a participant is allowed to observe a professional and ask questions about their career. It is a *hands-off* experience that does not allow assistance in patient care or productive work. Job Shadow participants are paired with an employee who is willing to be their host.

The job shadow experience is an observation only for a maximum of eight hours. Observation of requests greater than 8 hours must be approved by the department manager.

#### **Participant eligibility requirements:**

- a. High school student who has at least started sophomore year, with a notarized parent or guardian signature.
- b. Current college student requiring shadow hours for their respective program of study.
- c. Individual exploring a possible career.

Once you have completed and submitted the application, the Job Shadow coordinator will contact you directly to arrange your shadowing experience. Please allow up to 2 weeks to process your request

#### **Below are guidelines for the job shadowing experience:**

- a. Job shadow requests 8 hours or less:
  - i. Proof of current flu vaccine or required to wear a surgical mask during flu season (October 1 – April 30)
  - ii. Authorization/Release of Liability Form\*
  - iii. Confidentiality and Security Agreement\*

- b. Observations greater than 8 hours and less than or equal to 40 hours:
  - i. Proof of most recent flu vaccine (October 1 – April 30)
  - ii. Authorization/Release of Liability Form\*
  - iii. Confidentiality and Security Agreement\*
  - iv. Job Shadow Applicable Health Information Form\*
- c. Observations greater than 40 hours:
  - i. Proof of most recent flu vaccine (October 1 – April 30)
  - ii. Authorization/Release of Liability Form\*
  - iii. Confidentiality and Security Agreement\*
  - iv. Job Shadow Applicable Health Information Form\*
  - v. Hospital mandatory onboarding CBLs

\*Forms located on the Berkeley Medical Center Job Shadow webpage

### **Personal Appearance:**

- A well-groomed professional appearance is expected when attending a job shadow experience.  
For example: slacks, khakis, casual shirts with a collar, and no open-toed shoes.
- A **Job Shadow** I.D. badge must be worn at all times and must be visible at chest level.
- Cologne and perfume may not be worn in patient care areas.
- Use of cell phones and other electronic devices may not be used during your job shadow experience.
- **The following are not permitted:** Scrubs, jeans, shorts, sweatpants, tank tops, bare midriffs, sandals or flip flops

### **Patient Confidentiality:**

- Job Shadow participants must understand that all information regarding patients and their healthcare information is confidential and may not be discussed outside the clinical setting.
- Job Shadow participants must sign a Confidentiality and Security agreement. The signature of a parent or legal guardian is also required if under 18 years of age.

### **Safety:**

- You must stay with your host preceptor at all times during your observation time. Do not wander off.
- This is a **hands-off** observation. Follow all instructions from your host. Your host will guide you with regards to infection control, safety, and hazardous materials to ensure your safety.
- If you are feeling ill, have a contagious disease on the day you are scheduled for your shadow experience, DO NOT attend. If this occurs, please call your shadowing coordinator and let

them know you will not be attending that day. A make-up date will be scheduled for a later date.

### **Infection Control:**

Although this is strictly a *hands-off* experience (you are not permitted to touch or render care to patients), you must still follow basic infection control procedures. Your host will be responsible for guiding you in these steps.

- You must wear designated protective equipment, such as gowns, gloves, or masks when entering any rooms where this is a requirement
- You must wash your hands before entering and leaving all patient rooms.
- Soap and water (at sink inside the patient room) or alcohol-based hand cleanser (located on walls outside patient rooms) are both acceptable in most cases.
- Alcohol-based cleansers: rub hands together until they are dry, for at least 20 seconds.
- To reduce the risk of burns and shock, **Do Not** touch electric equipment while your hands are still wet.

### **Badges**

- Job shadow badges will be issued on your shadow day.
- They should be worn at all times in plain sight at chest level.
- These badges will not provide access through any security doors, so it is important to stay with your host.
- They should be returned to the education department or the emergency control center located in the main lobby of the hospital.
- There will be a \$10 fee for unreturned badges.

For more information on the Job Shadowing Program contact the Berkeley & Jefferson Medical Center Education Department - [BMCJMCEducation@wvumedicine.org](mailto:BMCJMCEducation@wvumedicine.org)