

POLICY AND PROCEDURE

Function:	Human Resources	Policy Number:	TH 568
Subject:	Job Shadowing Program		
Distribution:	32. Thomas Hospitals	Effective Date:	No Original Creation Date Set
Date Reviewed:	No External Review Date Set	Date Approved:	08/27/2026

PURPOSE:

The purpose of the Job Shadowing Program is to provide students and individuals exploring careers in healthcare with a clear and candid view of a specific role, helping them determine whether the career path is a good fit. This policy outlines the responsibilities of applicants participating in the Job Shadowing Program.

Interested individuals must complete the shadowing request form available on the Thomas Hospitals website. This form is under the drop-down menu labeled 'About.' The individual will then choose the "Job Shadowing" tab and access the request form. Once the application is submitted, applicants will be notified of their status within 3-5 business days.

SCOPE AND RESPONSIBILITIES:

This policy applies to all Thomas Hospitals clinics, departments, and offices.

POLICY:

1. The job shadow experience is observation only and cannot exceed 24 hours total.
2. The department where the shadow experience occurs is responsible for the supervision and oversight of the participant.
3. Participant eligibility requirements:
 - a. Must be 18 years or older.
 - b. Must confirm that the shadowing experience is for personal insight into the job role and is in no way part of an academic program.
 - c. Must acknowledge that the experience is not a hands-on experience.
 - d. Must provide a copy of a valid government issued ID.
 - e. Must provide proof of current flu vaccine during flu season (October 1 through April 30).
 - f. Must provide a negative Purified Protein Derivative (PPD) skin test for tuberculosis (TB) screening within the last 30 days. In the event of a positive PPD skin test, the individual must provide a copy of a chest X-ray completed within the past 12 months.

PROCEDURE:

1. Applicant completes the Job Shadow Program application on the Thomas Hospitals website.
2. The Job Shadowing Coordinator reviews the application.
3. If the application is approved, the coordinator will contact the requested shadowing department supervisor or manager to schedule the shadowing experience and confirm which employee will accept the shadowing applicant.
4. The Job Shadowing Coordinator will contact the applicant to obtain the required documentation:
 - a. Proof of current flu vaccine if experience will occur October 1 – April 30.
 - b. Copy of participants' valid government issued ID.
 - c. Proof of a negative Purified Protein Derivative (PPD) skin test for tuberculosis screening within the last 30 days. In the event of a positive PPD skin test, the individual must provide a copy of a chest x-ray completed within the past 12 months.
 - d. Signed Acknowledgement of Job Shadowing requirements.
 - e. Signed Authorization/Release of Liability form.
 - f. Signed Confidentiality and Security Agreement.

5. The Job Shadowing Coordinator will retain the submitted application, required documents, and shadowing experience details including date(s), time(s), location, and employee name and title accepting the shadowing individual.
6. The Job Shadowing Coordinator will contact the applicant and provide the following:
 - a. Shadow experience date, time, and location.
 - b. Contact information for the shadow experience accepting department/office.
 - c. Required dress/attire for shadowing experience.
 - d. Additional department/office or shadowing experience information if needed.
 - e. Reinforce that the participant must remain with the designated employee for the duration of the experience and to return the job shadowing badge at the conclusion of the experience.
7. The Job Shadowing Coordinator will provide the accepting department/office with a job shadowing badge. Individuals participating in a shadowing experience may not proceed beyond the designated area until they have been issued and are visibly wearing the approved badge.
8. The job shadowing badge must be returned to the accepting department/office by the participant at the conclusion of the experience. Upon notification of shadow experience completion, the Job Shadowing Coordinator will collect the badge from the department.
9. If the badge is lost or not returned, the accepting department/office must promptly notify both the Job Shadowing Coordinator and the Badge Office.

Review/Revision Date: N/A