

PROTOCOL FOR STUDENT OBSERVATIONS AND JOB SHADOWING

PURPOSE

Requirements and protocols students must follow when seeking placement for job shadowing experiences in the clinical setting. Exception to this policy are Medical Students, Nurse Practitioner Students, Physician Assistant Students, Physical Therapy Students, Occupational Therapy Students and Nursing Students enrolled in an accredited nursing program.

POLICY STATEMENT

Mid Dakota Clinic is committed to providing educational opportunities for various health care students in formal educational programs. Additionally, Mid Dakota Clinic provides this opportunity for high school students who are participating in a Medical Related Careers program through Bismarck Public Schools or Advanced Health Sciences class through Mandan Public Schools. Mid Dakota Clinic offers this opportunity in collaboration with the appropriate high school program to allow for a detailed view of health care.

PROCEDURE

- A. Students enrolled in a healthcare field of study requesting job shadowing through an approved academic program
 1. Nursing
 - a. The undergraduate nursing student rotating through Mid Dakota Clinic as part of their required academic clinical hours, must receive approval from the Nurse Manager in the department prior to the student's arrival at the clinical location.
 - b. Graduate nursing students wishing to complete their practicum with Mid Dakota Clinic should make their request through the Director of Clinical Services. If a contract and certificate of insurance is required by the school, the Director of Clinical Services will work with the student to obtain a signed contract.
 2. Other Patient Care Services Disciplines
 - a. Other disciplines offer experiences may include Lab, Imaging, Physical Therapy and Occupational Therapy.
 - b. Students wishing to rotate through any of these departments should indicate so to their academic instructor who will verify the opportunity with the Director of Clinical Services.
 3. Minimum requirements are as follows:
 - a. Current contract and certificate of insurance between Mid Dakota Clinic and academic institution
 - b. Health screening requirements
 - c. Mid Dakota Clinic Confidentiality agreement
 - d. Other department specific requirements

Created May 31, 2018, Rebecca Baron, Director of Clinical Services

CHLA HOSPITAL POLICY AND PROCEDURE MANUAL. Student Placements/Observation & Job Shadowing/Tours of Patient. Retrieved from <https://hte.usc.edu/files/2015/08/Student-Placement-Observation-and-Job-Shadowing-Tours-of-Patient-CC-23-0.pdf> May 31, 2018

- B. Students NOT enrolled in a healthcare field of study requesting observation privileges only
 - 1. High school students who wish to job shadow due to an interest in nursing or another health related career must be in a high school medical or advanced science related program and work with their instructor for placement within Mid Dakota Clinic.
 - a. Students must be at least 16 years of older to job shadow at Mid Dakota Clinic.
 - b. Each student must follow with their assigned preceptor and department for the duration of their job shadow.
 - c. Students may not access and Protected Health Information (PHI).
 - d. No patient care is allowed; this is an observational experience only.
 - e. Students must wear appropriate attire when observing in the clinic.
 - 2. College students who wish to job shadow due to an interest in nursing or another health related career may contact the department manager directly to request an observation experience.
 - a. Each student must follow with their assigned preceptor and department for the duration of their job shadow.
 - b. Students may not access and Protected Health Information (PHI).
 - c. No patient care is allowed; this is an observational experience only.
 - d. Students must wear appropriate attire when observing in the clinic.
 - 3. All required paperwork must be completed prior to the start date.
 - a. Copy of current license if applicable
 - b. Mid Dakota Clinic Confidentiality Statement
 - c. College students will receive HIPAA basics training with Compliance Officer or HR Director
 - d. Curriculum and Skills Checklist if applicable
 - e. Mid Dakota Clinic Code of Conduct