



Observer Guidelines for Job Shadows / Observational Visitation

1. Please provide a **detailed written statement of learning objectives and purpose of experience as part of your request** for observations. This may be done on a separate sheet of paper or by email to the Community Partnerships Liaison.
2. When applicable, a school counselor, teacher, or Providence employee who is familiar with the observer's academic background must refer observer to Providence.
3. When applicable, observer must meet with the Community Partnerships Liaison to discuss learning objectives and purpose of experience prior to commencing the learning experience. During this meeting the observer will be provided general information on the program, and information on opportunities and expectations.
4. Observer must review and sign the document releasing liability for Providence Alaska. If under 18 years of age, a signed consent from parent/legal guardian prior to scheduled experience stating release of liability for Providence Alaska and permitting the learning experience is required.
5. Observer must review and sign confidentiality agreement prior to the learning experience. If under 18 years of age, parent/legal guardian signature is also required.
6. Observer must review and sign acknowledgement of HIPAA (Health Insurance Portability and Accountability Act) information prior to the learning experience. If under 18 years of age, parent/legal guardian signature is also required.
7. Observer must meet all immunization and other health screening requirements and provide documentation of all prior to the learning experience. The signature of the observer's health care provider is required on the Health Screening Documentation form. Alternately, official copies of records of all required immunizations and other health screenings must be submitted.
8. While observer is participating in the learning experience, it is expected that the observer:
 - a. maintain appropriate behavior while in the facility
 - b. wear visitor identification badge in a visible location on clothing
 - c. follow **facility appearance standards (i.e. Please be well-groomed and wear conservative clothing that is neat and clean, and closed-toe shoes; PLEASE DO NOT WEAR jeans, ripped or torn clothing, sandals, or artificial fingernails.)**
 - d. respect patient's right to privacy
 - e. adhere to Providence's mission and core values
9. Since this experience is intended to be strictly observational only, observers are not permitted to touch patients/residents, handle patient/resident care equipment and supplies as it relates to their care, or discuss patient/resident conditions with patients/residents and their family members. Questions pertaining to patient/resident care are to be directed to the employee(s) the observer is designated to job shadow.

Observer's Printed Name / Signature

Date