Providence

Observer Guidelines for Job Shadows / Observational Visitation

- 1. When applicable, a school counselor, teacher or Providence employee who is familiar with the observer's academic background must refer observer to Providence.
- 2. When applicable, observer must meet with the Community Partnerships Coordinator to discuss learning objectives/purpose of experience prior to commencing the learning experience. During this meeting the observer will be provided general information on the program, opportunities and expectations.
- 3. When applicable, observer must provide a written statement of learning objectives/purpose of experience prior to scheduled date of learning experience.
- 4. Observer must provide written statement releasing liability for Providence Health & Services Alaska. If under 18 years of age, a signed consent from parent/legal guardian prior to scheduled experience stating release of liability for Providence Health & Services Alaska and permitting the learning experience is required.
- 5. Observer must review and sign confidentiality agreement prior to the learning experience.
- 6. Observer must review and sign acknowledgement of HIPAA (Health Insurance Portability and Accountability Act) information prior to the learning experience.
- 7. Observer must meet all immunization requirements and provide documentation of immunization prior to the learning experience.
- 8. If the learning experience is to be longer than 5 days, the observer must attend an orientation prior to the learning experience.
- 9. 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 close-toed shoes; PLEASE DO NOT WEAR jeans, ripped or torn clothing, sandals, visible tattoos, artificial fingernails and body piercings other than earrings)
 - d. respect patient's right to privacy
 - e. adhere to Providence's mission and core values
- 10. 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

NOTE: For complete and additional information, refer to policy PAMC/MS 955.020, Student Career Day/Observational Visitation for Students policy.