

## **EAMC Job Shadowing/Observation Guidelines**

**EAMC welcomes the opportunity to provide interested individuals with a Job Shadowing/Observation experience.**

**These experiences afford individuals an opportunity to OBSERVE a member of our health care staff performing the duties of his or her occupation, and thus provide the job shadower/observer with information that may help in career decision-making.**

### **Information Regarding Job Shadowing/Observation**

- 1. The Job Shadowing/Observation experience ranges from 1-3 days, in 2-4 hour blocks, and must be arranged through EAMC's Health Resource Center (Patti Cox).**
- 2. Job Shadowers/Observers are required to attend a non-employee orientation prior to beginning the Job Shadowing/Observation experience and are responsible for making the appointment for the orientation. See contact information below.**
- 3. Unless prior arrangements are made, a Job Shadowing/Observation schedule is required the day of orientation and must include actual start/end times and dates.**
- 4. Requests to shadow/observe Physicians or Physician Assistants must be pre-arranged with the health care professional by the person requesting to shadow/observe.**
- 5. Job Shadowers/Observers may observe, but NOT participate in any type of clinical activity or patient care during the experience.**
- 6. Name badges must be worn at all times during Shadowing/Observation experience and are provided upon completion of orientation.**
- 7. Use of cell phones, pagers, beepers, or any other electronic devices is not permitted during the job shadowing experience.**
- 8. Please note that EAMC will make every effort to fill Job Shadowing/Observation requests, but cannot guarantee placement.**

**See Next Page for Scheduling Procedures**

### **Contact Information**

**For more information on Job Shadowing/Observation at East Alabama Medical Center, call Patti Cox at 334-528-1260 or email: [patti.cox@eamc.org](mailto:patti.cox@eamc.org).**

### **Orientation Times**

**Tuesdays and Thursdays 9:00 am or 2:00 pm. Orientation lasts approximately 45 minutes.**

### Job Shadowing/Observation Opportunities

Nursing	Physical Therapy	Speech
Nutrition and Food Services	Social Work	Radiology
Occupational Therapy	Pharmacy	Rehab Work (Auburn/Opelika)

**Please Note: Other requests must be arranged and approved on an individual basis.**

**Job Shadowing/Observation opportunities are not available in any pediatric area.**

### Steps for Shadowing in Hospital or Ancillary Department

1. Observer contacts Patti Cox to request job-shadowing opportunity and provides potential days and times of availability.
2. Patti contacts the appropriate EAMC personnel and sets time for job shadowing.
3. Patti confirms date/time of job shadowing with observer and makes an appointment for orientation.
4. Observer attends orientation and receives ID badge.
5. Observer completes job-shadowing experience in designated department.

### Steps for Scheduling Observations and Orientations for Physician Assistant

1. Observer contacts Physician or Physician Assistant and sets date/time for job shadowing.
2. Observer contacts Patti Cox several days in advance of job-shadowing appointment to schedule and orientation and provide schedule.
3. Observer attends orientation and receives ID badge.
4. Observer completes job-shadowing experience in designated department.

### Steps for Scheduling Observations and Orientations for Schools

1. Instructor contacts Patti Cox to request orientation and provides potential days and times of availability.
2. Instructor provides student names health records (TB).
3. Patti contacts the appropriate EAMC personnel and sets time for observation.
4. Patti confirms date/time of observation with instructor and makes an appointment for orientation (on or off EAMC campus). ID badges are ordered and given to instructor.
5. Student attends orientation.
6. Student provides observation schedule to instructor and receives ID badge
7. Instructor gives student schedule to Patti.
8. Student completes job-shadowing experience in designated department.